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# Cincinnati Christian University

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Student Handbook  
(2009-2010)

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*This handbook is prepared by the Student Life Office and is the official statement of regulations for Cincinnati Christian University. Each student is responsible for reading and respecting the guidelines and regulations stated herein. The information contained in this handbook is accurate as of September 15, 2009.*

*The requirements, rules and provisions stated in this handbook and other publications of Cincinnati Christian University are subject to change or modification at any time without notice. If changes are made to this handbook prior to its next reprinting, such changes will be made available in the Student Life office.*

Cincinnati Christian University  
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## CINCINNATI CHRISTIAN UNIVERSITY MISSION STATEMENT

The mission of Cincinnati Christian University is to teach men and women to live by biblical principles and to equip and empower them with character, skills, insight, and vision to lead the church and to impact society for Christ.

***Mission Summary: Building Christian leaders to serve the church and shape the world.***

### GREETINGS:

Welcome Cincinnati Christian University students! Each year brings new and exciting opportunities for spiritual, intellectual, and social discovery. We intentionally offer a unique community atmosphere that is rooted in Biblical principles and values that aids in introspective discovery. Moreover, it is our desire for each student to gain valuable knowledge, discipline, and growth in all the significant arenas of life (i.e. spiritual, intellectual, emotional, and physical).

Therefore, we believe you chose CCU because your professional goals align with the Mission of this great institution. We are in the business of training leaders for effective Christian service – *teaching thousands to reach millions!* The college years are both challenging and rewarding. You will be required to work hard; however, the effort will be rewarded through accomplishment, friendships, and growth.

The Student Handbook is a resource and contains valuable information concerning institutional policy, university services, and student organizations. Please read it. Furthermore, we believe that the guidelines herein are reasonable guidelines for individuals seeking to follow the example of Jesus Christ. For clarification on any topic please contact the Student Life Office (513.244.8150).

Know that we are praying for your SUCCESS this year. Please do not hesitate to contact a member of the Student Life team with any problem, question, or concern that may arise.

In Christ,

Michael S. Puricelli  
*Director of Student Life*

### PRAYER

Heavenly Father,

The more I learn about you, the more I love you. I realize that you are worthy of all my adoration, devotion and praise; you are worthy of my whole life's service. You are a giver, not a thief; an owner, not a hired hand; a father, not a taskmaster. You want to make me part of your family and give me the character qualities I need in order to live obediently, successfully and happily, now and forever. You want a personal relationship with me that will last eternally because your heart overflows with love for me.

Today, Lord, I affirm again, "I want to be like you! Take me and love me into your likeness."

In Jesus name, the giver of all hope,

Amen!

Kris Merrill, *Dean of Women*

### STUDENT LIFE STAFF:

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# A CAMPUS CODE OF CONDUCT FOR CCU

## STUDENT CONDUCT GUIDELINES

A student agrees, by virtue of his or her enrollment at CCU, to abide by the regulations set forth in the Student Handbook and Catalog.

- Each member of the campus community is expected to conduct him/herself with honesty, integrity, responsibility, and love.
- All are expected to obey the laws of the campus, community, state, and nation.
- Individuals are highly valued in the image of God, but where group welfare is in jeopardy, the value of the group will prevail over the individual.
- Some college guidelines may not be absolute standards for all Christians, but are in the best interests of a community of Christian leaders in training.

The following principles are intended to serve as guidelines for the conduct of all members of the campus family at Cincinnati Christian University. We believe that all who choose to associate with a Bible college should have a desire to practice a lifestyle pleasing to God and should thus actively seek to mature in all areas of life—striving to grow mentally, physically, socially, and spiritually. It is our prayer that these Biblical principles will assist all of us in reaching our potential in Jesus Christ.

### **SPIRITUALITY** *“But grow in the grace and knowledge of our Lord and Savior Jesus Christ.”* II Peter 3:18

A desire to grow in your relationship with the Lord and your knowledge of His Word expressed by such things as a daily devotional practice and regular participation in group activities that promote spiritual growth (such as church and chapel). (See also Matthew 5:6; Ephesians 3:16-19; and Jude 20-21)

### **EVANGELISM** *“Be wise in the way you act toward outsiders; make the most of every opportunity. Let your conversation be full of grace, seasoned with salt, so that you may know how to answer everyone.”* Colossians 4:5-6

A desire to see the gospel is presented to the lost of this community and to the world at large with an eye for any opportunity to personally participate in the evangelism of the world. (See also Matthew 28:18-20; II Corinthians 5:18-20; I Peter 3:15-16)

### **SERVICE** *“Serve one another in love.”* Galatians 5:13

A willingness to serve the needs of others as opportunities arise on the campus, within a local congregation, and throughout the community. (See also Romans 12:1-2; I Peter 4:10; I John 3:16-18)

### **CONSIDERATION FOR OTHERS** *“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others.”* Philippians 2:3-4

An attitude that respects the ideas and feelings of others and seeks to present no offense to anyone. (See also Romans 15:1-7; I Corinthians 13:4-7; Titus 3:1-2)

### **RECONCILIATION** *“Love your neighbor as yourself.”* Matthew 22:37-40

A willingness to live in harmony with others and to bring back into a right relationship anyone whom you have offended. (See also Matthew 5:23-24; 2 Corinthians 5:18-19; Galatians 6:1, 2)

### **RESPECT FOR AUTHORITY** *“Submit yourselves for the Lord’s sake to every authority instituted among men.”* I Peter 2:13

A respectful attitude toward all persons who hold legitimate positions of authority both on and off campus and recognition of the legitimacy of properly established rules and regulations. (See also Romans 13:7; I Thessalonians 5:12-13; Hebrews 13:17)

### **MORAL PURITY** *“But among you there must not be even a hint of sexual immorality or of any kind of impurity, or of greed, because these are improper for God’s holy people”* Ephesians 5:3

A desire to practice God’s standard for moral conduct at all times, with a special emphasis on maintaining sexual purity. (See also Colossians 3:5-14; I Thessalonians 4:3-7; II Peter 1:5-8)

### **PHYSICAL PURITY** *“Don’t you know that you yourselves are God’s temple and that God’s spirit lives in you? If anyone destroys God’s temple, God will destroy him; for God’s temple is sacred and you are that temple.”* I Corinthians 3:16, 17

A respect for your God-created body, including abstaining from drugs, alcohol, and tobacco while practicing positive health habits of exercise, cleanliness, and moderate diet. (See I Corinthians 6:15, 19)

### **HONESTY AND INTEGRITY** *“Therefore each of you must put off falsehood and speak truthfully to his neighbor.”* Ephesians 4:25

A desire to be truthful in all activities (such as schoolwork, financial arrangements, and personal relationships) and to be found genuine and sincere at all times. (See also Colossians 3:9-10; Titus 2:7-8; Revelation 21:8)

### **PROPRIETY** *“Be careful to do what is right in the eyes of everybody.”* Romans 12:17

A willingness to consider the expectations of the community in which you participate and adapt to standards of conduct and appearance that seem appropriate for that setting. (See also I Corinthians 10:23-33; Ephesians 5:21; Philippians 1:27)

**RESPONSIBILITY** *"Each one should carry his own load."* Galatians 6:5

A sense of personal initiative and responsibility in handling all of your affairs and an honest effort at meeting your commitments and deadlines and at completing what you begin. (See also Galatians 6:2-5; I Thessalonians 4:11-12; James 1:2-4)

**PERSONAL EXCELLENCE** *"Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth."* II Timothy 2:15

A desire to put forth your best effort in all things you do (such as your schoolwork and jobs) and to make the best impression you can upon others both in personal appearance and quality of your work. (See also Romans 12:11; Philippians 1:8-11; Colossians 3:17)

# ACADEMIC POLICIES & PROCEDURES:

## ACADEMIC INFORMATION

The official academic policies and procedures of Cincinnati Christian University are listed in the College catalog. A student is subject to the degree requirements listed in the catalog for the year, in which the first enrollment took place, unless the student fails to enroll for two consecutive semesters. Upon return as a student, the requirements of the current catalog will be in effect. The Academic Policies announced in the current catalog or the most recent catalog update will be in effect for all students.

## ADVISING

Cincinnati Christian University provides academic advising for all degree-seeking students. According to the student's degree program, each student is assigned an academic advisor from the faculty. However, the final responsibility for meeting all program degree requirements and being informed of all college regulations and procedures rests with the student. All first-year students and any students who are not in good academic standing are required to have an advisor's signature to register for classes.

## CLASS ATTENDANCE

Since much of the education process occurs in the interactions of students and faculty with the curriculum, student attendance at class is required. Students with more than two weeks of absences in a particular course will receive the grade of "FA" (failure due to absences) in the class. Students who reach this level prior to the last four weeks of the semester may withdraw from the class and receive a "W" for the class.

### *Examples:*

1. A student in a three-hour course that meets on three separate days would have six absences before failing the class. On the seventh miss the student would receive the grade of "FA" (failure due to absences). Two-hour classes that meet two days a week would have four absences. The fifth absence would result in the grade of "FA."
2. A student who misses more than two sessions of an evening or "block class" would fail the class due to absences on any additional absence from all or part of the class.

When a student is failed in a course due to absences, reinstatement in the class is allowed only when the student's absences were for legitimate reasons (e.g., illness, family emergency, college-sponsored travel). Reinstatement may also come with substantial penalties, including extra work or deduction in grade. Application for reinstatement begins with the Registrar's Office.

Students are required to keep records of each absence. Students applying for reinstatement must submit documentation about each absence.

A student should be aware that faculty members may penalize students for class absences prior to the two-week limit. Read the individual course syllabus for statements of such penalties. Absences within the allowed limits are not an entitlement for students. They should not be viewed as "personal days" but as "sick days."

Coming to class late or leaving class early, without prior notification to the professor, may be counted as an absence. Penalties for tardiness or leaving early will be determined by the individual faculty member. See the individual course syllabus for specific information.

## AUDITORS

Individuals who enroll as auditors are not required to complete assignments or take tests. An auditor will receive transcript recognition for attending 75% of the class sessions. Classes taken as audit do not count toward the completion of a degree. Students may not audit distance-learning, correspondence, or directed-study courses, or applied music lessons or performing groups. Students may not change from audit to credit after the first week of the semester.

## EXAMINATIONS

Final examinations or equivalent work will be given in each class. A student who misses a final exam must make written application for a special make-up exam. Students must appeal to take the final exam within one month from the end of the semester. Forms for this appeal are available in the Registrar's Office. If the appeal is denied, a grade of zero will be given for the exam and the appropriate course grade will be recorded. In some cases a student may be required to file an official grade extension including payment of the fee before the make-up exam can be taken.

Students are normally required to take no more than two final examinations on a single day. If the college schedule of final examinations requires a student to take three or more final exams on a single day, the student may reschedule one or more exams to other exam days during the week of final exams so that the student has no more than two exams on a single day. Students are responsible to make such arrangements with individual professors. They may refer problems in rescheduling exams to the Academic Dean of the College.

## GRADES

Grades will be given on bases determined by the professor and announced to the class. These usually include daily work, tests, papers, the student's attendance and participation in class, and the final examination. The following table shows the grade point system in use:

Grade	Percentage	Points	Meaning
A	95–100	4.00	Exceptional work: outstanding or surpassing achievement of course objectives
A-	92–94	3.67	
B+	89–91	3.33	Good work: substantial achievement of course objectives
B	86–88	3.00	
B-	83–85	2.67	
C+	80–82	2.33	Acceptable work: essential achievement of course objectives
C	77–79	2.00	
C-	74–76	1.67	
D+	71–73	1.33	Marginal work: minimal or inadequate achievement of course objectives
D	68–70	1.00	
D-	65–67	0.67	
F	0–64	0.00	Unacceptable work: failure of course objectives

In some courses professors may announce other percentage systems appropriate to the subject matter.

The following grades may also be assigned:

**E Extension.** Student received an official grade extension. This grade counts as an “F” until the work is completed. This grade is assigned by the Registrar after a student has submitted the necessary paperwork and the professor has approved the extension.

**FA Failure due to Absences.** Student exceeded the credit hour limit for absences. This grade counts as an “F.”

**N No Grade.** The grade of “N” is neutral and does not negatively affect a student’s GPA. The professor assigns this grade when they cannot submit the final grade due to the professor’s circumstances.

**W Withdrawal.** This grade is assigned by the Registrar when a student officially withdraws from a course after the first week of the semester. The grade of “W” is neutral and does not negatively affect a student’s GPA.

**X Absent from the Final Examination.** This grade should remain only until the student has an opportunity to make up the final exam. This grade counts as an “F” until the exam is taken. The grade will become an “F” if the student does not take the exam by the deadline for grade extensions.

In certain courses, Credit/No Credit, instead of a letter grade, may be assigned by the instructor.

Grade reports are posted at the end of the semester on a secure web site to which individual students have confidential access. Printed copies of grade reports are available on request from the Registrar. Disputes about grades must be resolved by the end of the next semester. Grades that are not contested before that time are final.

Grades for credit transferred from recognized collegiate institutions are not considered a part of the student’s grade point average.

To compute grade point average, multiply the semester hours for each course by the quality point equivalent for the grade. Then divide the sum of these grade points by the sum of the semester hours.

### Grade Extensions

A student who has not completed major assignments for a course may file for a grade extension. Grade extension forms are available in the Registrar’s Office. The student must receive permission from the professor for a grade extension three weeks before the day of the final exam. Students are not automatically entitled to a grade extension. It is the professor’s decision to allow or deny an extension.

Students must submit the grade extension form to the Business Office and pay a \$30 fee before the extension is official. This paperwork must be completed three weeks prior to the day of the semester exam. Grade extension fees may not be charged to a student’s account unless there is a credit balance on the account.

The maximum time allowed for an extension is eight weeks from the last day of the semester. The professor may set an earlier deadline at his or her discretion. Students may not apply for a second extension of a course.

Students who file for grade extensions will receive the grade of “E” until the course is finished. An “E” grade counts as an “F.” At the end of the eight weeks, the student will receive a final grade based on all work submitted at that time. Students applying for a grade extension are not eligible for the Dean’s list that semester.

### **Interim Report of Student Progress**

A professor may send an Interim Report to any student who shows deficiencies in attendance or grades. Interim Reports are designed to notify students that they need to take action to improve their performance in a course. However, students should not infer that their attendance or academic performance is acceptable if they do not receive an Interim Report. Each student is responsible to monitor his or her own progress in a course as demonstrated by attendance, timely submission of assignments, and grades on assignments and exams.

### **ACADEMIC STANDING**

To be classified as full-time in a given semester, a student must be enrolled in a minimum of twelve hours. For full-time students, Academic Standing is evaluated at the end of each fall and spring semester. Early fall and early spring grades are posted at the end of the fall and spring semesters. These grades will be evaluated with the fall and spring grades. The part-time student's status will be evaluated at the end of each twelve hours attempted.

### **Dean's List**

To be on the Dean's List, a student must be enrolled full-time (minimum of twelve hours) and earn a grade point average of 3.67 or higher without application for grade extensions.

### **Good Standing**

Any student whose cumulative grade point average (GPA) is 2.00 or above is in good standing academically. The college practices a policy of progressive evaluation, which permits most beginning students with academic deficiencies to stay in school for a limited number of semesters while they improve their academic skills.

### **Academic Warning**

The student whose GPA falls between 1.75 and 2.00 in the first semester of enrollment is placed on Academic Warning. These students are restricted to fifteen hours per semester and are required to sign an academic contract and participate in an Academic Support program.

### **Semester Warning**

After the second semester of enrollment, any student whose semester GPA is below 2.00 is placed on Semester Warning even if his or her cumulative GPA is above 2.00. These students are restricted to fifteen hours per semester. They are also required to sign an academic contract and participate in an Academic Support program.

### **Academic Probation**

A student whose cumulative GPA is below 1.75 after the first semester of enrollment or below 2.00 after the second semester (eighteen or more hours attempted) is placed on Academic Probation. Students on Academic Probation have the following restrictions:

- May take no more than thirteen credit hours per semester.
- Must sign an academic contract and participate in an Academic Support program.
- May be required to repeat courses with grades of D+ or lower.
- May be prohibited from participating in extra-curricular activities such as sports and performing groups.

### **ACADEMIC SUSPENSION**

Students who fail to regain good standing after one semester are placed on Academic Suspension. A student who fails all letter-graded courses during any semester will be given One Semester Suspension unless there are extenuating circumstances acceptable to the Admissions and Academic Standards Committee.

#### **Suspension Reinstatement**

Students on probation who fail to regain good standing but who demonstrated progress toward good standing may apply for immediate suspension reinstatement. Restrictions placed on these students are detailed in a Learning Contract that each student and the student's parents must sign. Copies of Learning Contracts are available from the Academic Support Office or the Registrar's Office.

Violations of the Learning Contract will result in the dismissal of the student for the current semester. The student will be placed on Academic Suspension for the subsequent semester.

Students who are granted reinstatement must earn a 2.5 semester GPA or raise their cumulative GPA to 2.0 or they will be placed on One Semester Suspension.

Students on Suspension are not allowed to enroll in any classes for credit (including distance learning and correspondence) from CCU.

#### **Levels of Suspension**

There are two levels of Suspension:

- One Semester: The first time a student is placed on Suspension it is for one semester. During that semester the student cannot take any classes at CCU for credit, including consortium classes with CCU as the host institution. After one semester the student is eligible to return. The student will return on Academic Probation with all the restrictions that pertain to Academic Probation.
- Academic Year: A student who returns to school after one semester of Suspension must regain good standing or demonstrate progress toward good standing, or the student will be placed on a year long suspension. After a minimum of one academic year, the student who desires to return must make a formal written appeal to the Admissions and Academic Standards Committee. The Committee's approval is required before the student can return as a credit student. Students returning after a year of suspension will return under the catalog and degree requirements in effect when they enroll again. They will also return on Academic Probation with all the restrictions that pertain to Academic Probation.

Students on Suspension for a full Academic Year must contact the Registrar's Office for information on being reinstated as a credit student. This reinstatement process should begin sixty days before the beginning of the semester in which the student desires to return.

## **CLASS DESIGNATION**

Class standing is based on the number of hours earned: 0-29 for freshman standing, 30-61 for sophomore, 62-95 for junior, and 96 or more for senior.

## **DECLARING A DEGREE PROGRAM**

All CCU undergraduate students major in Biblical Studies. Students choose a program depending upon their career goals. Many freshmen are initially undecided about which program to choose. Students receiving federal and/or state financial aid must declare their intent to work toward a four-year degree at their initial registration. They may choose their program at a later date.

Programs are generally chosen by the end of the third semester. Choosing a program within the first three semesters helps the student plan the rest of his or her academic career so that a degree may be earned in a timely manner.

## **Degree Regulations**

A student will not be granted an Associate Degree in the same field in which the student has already received a Baccalaureate Degree. An Associate and Baccalaureate Degree may be earned simultaneously.

To earn a second degree or a second professional program from the college (AA, BA, BS, or BM) the student must earn at least thirty-two additional hours above the initial degree requirements.

## **Graduation Requirements**

The college will award a diploma to any student who has completed the program and Christian service (field education) requirements for a degree and has complied with the other academic requirements as described below and standards of conduct and discipline as described in the CBC Student Handbook.

A cumulative GPA of 2.0 is required for graduation.

CCU awards diplomas twice a year, December and May. There is no commencement service in December. December graduates are encouraged to participate in the May ceremonies. May graduates are required to participate unless a prior request to graduate in absentia has been granted.

Students must submit an "Intent to Graduate" form to be considered for graduation. Students applying for December graduation must apply before May 1 and students applying for May graduation must apply before October 1. "Intent to Graduate" forms are available online (<http://home.ccuniversity.edu/>) and in the Registrar's Office. Completed forms with payment must be submitted to the Registrar's Office by the stated deadline. Forms will be accepted for a time after the deadline but the fee will be doubled. NO forms will be accepted after October 1 for December graduation and February 1 for May graduation.

All course work must be completed before a student can participate in graduation ceremonies or receive a degree. All correspondence, distance education or directed studies courses must be completed no later than November 1 (December graduation) or April 1 (May graduation). If a grade extension is granted for the semester in which a student planned to graduate, that student will no longer be a candidate for graduation. There will be no refund of fees and the student must reapply for graduation.

Failure to graduate due to incomplete degree requirements or for missing a deadline for completing degree requirements will not entitle the student to a refund of fees.

Graduation fees must be paid when the student applies for graduation. Students must withdraw their intent to graduate, in writing, by October 1 (December) or February 1 (May) to receive a refund of fees.

Students must earn the last thirty-two semester hours of credit toward a degree at this institution. Any exceptions to this requirement must be approved by the Admissions and Academic Standards Committee.

To earn a bachelor's degree with two professional programs in ministry, a student must complete twenty additional semester hours of courses in the second professional field that are not required for the first professional program. The addition of a second ministry program also requires the completion of a seven-month, full-time internship for nine semester hours' credit.

A student will be permitted to graduate under the requirements published in the catalog in effect at the time of initial enrollment if that enrollment has been continuous. If a student drops out for two consecutive semesters or longer, upon return the current catalog requirements will be in effect. Students returning from an "Approved Leave of Absence" may be allowed to graduate under catalog requirements in effect when the leave of absence was granted.

The appropriate field chair and Academic Dean have authority to waive requirements or provide substitute course work for program requirements that may not be offered. Departmental requirements for graduation are those in effect at the time the student certifies the major to be pursued. A degree candidate cannot mix requirements from different catalogs. One must complete a single set of requirements.

For students failing to graduate within one year of the normal time frame to complete a degree (four years for bachelor's, except some cooperative programs which take five years; two years for associate's), the graduation requirements published in the first year of the time frame when one does graduate must be met.

### **Graduating in Absentia**

All May graduates are expected to participate in the commencement services unless a prior request to graduate in absentia has been approved. Students desiring to graduate in absentia must apply in writing to the Admissions and Academic Standards Committee no later than January 15. Requests should be submitted to the Registrar's Office. Requests submitted after January 15 will be charged a \$25 late fee (if granted).

### **Graduation Honors**

Graduating seniors are eligible for honors if they have completed thirty-two or more hours of course work at CCU and their cumulative grade point average (GPA) is 3.67 or above. Students receiving bachelor's degrees may graduate cum laude with a GPA of 3.67 or above, magna cum laude with a GPA of 3.8 or above and summa cum laude with a GPA of 3.9 or above. This cumulative GPA is based on all course work at CCU except for the spring semester of the senior year. Honor graduates will be indicated on the commencement program and by wearing of honor cords of designated colors.

An invitation for membership in the Delta Aleph Tau society is extended to graduating seniors who have earned at least ninety of their hours at CBC and whose overall grade point average is 3.67 or higher. The student must also meet the character requirements.

The valedictorian and salutatorian are the seniors who have maintained the highest and second highest grade averages during their study in the college (not less than sixty hours). The valedictorian and salutatorian will be noted on the printed program.

### **Standards of Satisfactory Academic Progress**

The College recognizes that not all students will be able to complete all degree requirements in the normal time frame suggested; that is: Associate's degrees in two years, Bachelor's degrees in four years except for some cooperative programs that take five or more years.

The College has no specific time limitations for completion of degrees, but generally, Associate degrees should be completed within four years and Baccalaureate degrees within eight years.

When changes in existing degree programs are announced, students working under the current degree requirements must complete their degrees within the normal time frame plus one year. For example, a BS degree candidate in the third year of a program would have two more years to complete the requirements under the original program.

If the degree is not complete within this time frame, the student would be required to satisfy the new degree requirements. Current students who do not enroll for two consecutive semesters will return under the catalog requirements in force when they are readmitted.

### **Military Leave Policy**

The school will make exceptions to the stated refund and course-completion policies for students who are called to active military duty during a semester.

Students should contact the Registrar's Office immediately upon receiving notice to report for military duty. Full details of the policy are available from the Registrar's Office.

### **Approved Leave of Absence**

Students in good academic standing who know they are going to be out of school for more than one year may apply for a Leave of Absence (LOA). The College Admissions and Academic Standards Committee reviews all LOA requests. An approved LOA would allow students to

return under old catalog requirements and would not require going through the entire admissions process. A LOA would apply to situations where students are required to put their education on hold for financial, medical, or military service reasons.

Students must apply for a LOA before the semester starts in which they would not be enrolled. Students may be required to provide documentation supporting the need for a LOA. The LOA would be for a set amount of time. Students may ask for additional time if they apply before the first time period expires. Conditions may be placed on the student's return. These conditions would be agreed upon by the student and the College Admissions and Academic Standards Committee when the student applies for the LOA.

Applications for a LOA are available in the Registrar's Office.

## **INTERNSHIPS**

All CCU Bachelor of Arts and Bachelor of Science degrees with a professional program in ministry (preaching ministry, general ministry, urban and international ministry, youth ministry, worship ministry, Christian education ministry, children's ministry) require that a student complete an internship. Under the supervision of a full-time minister in the specific field of ministry, the student serves in a church, on the mission field, or with a parachurch organization to link classroom theory and real-life situations. Ministry internships entail certain course prerequisites and are normally undertaken between the junior and senior years.

Two options are available for the length of ministry internships. Students are strongly encouraged to take a full-time internship for at least seven months (a summer plus a semester) for nine semester hours' credit. Students whose circumstances do not permit a seven-month internship may complete a three-month, full-time internship for two semester hours' credit. Students who complete a two-credit-hour internship must also take additional courses.

In addition to course prerequisites, enrollment in a ministry internship requires completion of an application, attendance at an orientation meeting, and collaboration with the Director of Service Learning in placing the intern in an appropriate setting for service. Successful completion of the internship entails the completion of specific reading and writing assignments and the assembly of a portfolio along with activity in the full range of ministerial activities.

Certain other degrees also require internship experience or make it available as an option. Specifics are noted in the descriptions of degree requirements later in the catalog.

Further information on internship requirements is available in the intern information packet found online on the CCU home page. Churches and other organizations interested in having an intern serve with them should also contact the Director of Service Learning.

## **CCU POLICY ON ACADEMIC INTEGRITY**

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

CCU exists to prepare men and women to do Kingdom work and to lead the Lord's church. For us to permit or overlook dishonesty in any form would be to fail both God and the purpose for which we were established.

Any student found guilty of Academic Dishonesty will be disciplined by the professor of that class in conjunction with the Committee on Academic Integrity.

## **EXAMPLES AND DEFINITIONS OF ACADEMIC DISHONESTY**

Academic dishonesty includes, but is not limited to, the following:

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

### ***Cheating:***

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

### ***Dishonesty in Attendance:***

- Asking another student to call/sign your name on a class roll in your absence, or calling/signing for another student who is absent;
- Calling/signing the class roll sheet with the intent of leaving immediately;

- Leaving a class without properly notifying the professor. Proper notification can be made prior to the class session or before the next class session.

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

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

**PENALTIES**

All professors in all classes will enforce the following standard penalties:

Penalties for Plagiarism, Cheating and Dishonesty in Attendance:

- First Offense at CCU: Automatic failure for the assignment. In the case of dishonesty in attendance, the student will be counted absent and charged with a first offense.
- Second Offense at CCU: Automatic failure for the course(s).
- Third Offense at CCU: Automatic expulsion and loss of all academic credit for that semester.

Penalties for Illegal Use or Removal of Library Materials:

- The student will make restitution for any damaged or lost materials plus any usual fees.
- Illegal removal of materials in conjunction with a class assignment will result in automatic failure of the assignment.
- Illegal reproduction of copyrighted library materials (such as copying videotapes or pirating software) will result in the confiscation of the material, failure in the assignment for which the materials were used, and possible civil litigation by the owner of the copyright.

**DISCIPLINARY PROCEDURES FOR ACADEMIC DISHONESTY**

- The professor/library representative who suspects Academic Dishonesty will collect evidence of the wrongdoing.
- The professor/library representative will submit this evidence to the Committee on Academic Integrity (CAI). The CAI is made up of a faculty representative, the College Academic Dean, and the Director of Student Life. The CAI reviews the evidence and determines the viability of the case.
- If the CAI agrees that the evidence is sufficient, it meets with the suspected student(s) to hear the case, determine innocence or guilt, and administer penalties where applicable.
- If the CAI does not agree that the evidence is sufficient, it meets with the professor/library representative to explain its reasoning.
- The student may appeal the decision of the CAI to the Review and Appeals Committee, whose decision is final. The Review and Appeals Committee is made up of three faculty members, the Senior Class President, and a representative of the Student Government Association, selected by the Director of Student Life.
- Students who confess Academic Dishonesty to a professor will be required to sign a statement of confession. This statement will be placed in the student's file, the offense will be noted (first, second, etc.), and the appropriate penalty will be administered. In such cases the CAI will not need to meet.

## COMMUNITY LIFE: STANDARDS OF CONDUCT & UNIVERSITY POLICY

The standards and policies of the university apply to every student-whether part-time or full-time, and whether residing on or off campus. Additionally, for purposes of this handbook, a "student" is considered to be anyone who has been admitted to the university and who is registered as a student, whether or not classes have begun for the current academic period. It is expected that the standards of student conduct will be observed for the duration of the time that one is a student at the university, including official university breaks or holidays, and time spent away from campus.

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

Compliance with day-to-day policies and procedures of Cincinnati Christian University is expected from its members. These items are listed in both the Student Handbook and the College catalog. CCU students should also be aware of any additional publications distributed by CCU. Students are expected to abide by any of this published information as well.

The specific policies outlined below are not presented as an exhaustive list of behavior concerns, and each one should be interpreted broadly in the context of the highest Christian standards of honesty, ethics, and morality. The university reserves the right at any time to create additional policies, or modify existing ones, as needs may dictate. The university also reserves the right to search for and confiscate any materials (even those stored in vehicles), which are deemed to be in violation, or contributing to the violation, of university guidelines. If found to be in violation of any standards and/or policies, a student may be subject to disciplinary action up to and including dismissal.

Certain behaviors are expressly prohibited in Scripture and therefore are to be avoided by members of the CCU community (*i.e. theft, lying, dishonesty, gossip, slander, profanity, vulgarity, sexual immorality, drunkenness, immodesty of dress and occult practices*). In addition to subscribing to biblical expectations, members of the CCU community commit themselves to the following standards of conduct. This commitment results from the conviction that these standards serve the good of the individual as well as the institution. These standards are not set forth as absolutes or a definition of spirituality, but rather as expectations of this community. Because of the importance of trust in and responsibility to one another, violations of these standards are regarded as a serious breach of integrity within the community.

### ALCOHOL/ILLEGAL DRUGS/TABACCO PRODUCTS

Cincinnati Christian University maintains that our bodies are created by God and should be used to glorify Him. The abuse of drugs in any form is considered to harm both the physical body and the Christian body of Christ by destroying the witness of a positive Christian lifestyle. Use/Possession of alcohol, tobacco products and illegal drugs and substances are prohibited for CCU students. The college recognizes the danger to one's physical and psychological well being in the use of certain products. Under no circumstances are the above to be used, possessed or distributed on or off campus. Students are expected not to abuse legal substances as well. Students are not allowed to be employed as bartenders, nor are they permitted to attend any establishment or event at which the principal purpose is known to be the sale and/or consumption of alcoholic beverages, including dance clubs, private parties and bars. Violation of this policy in any location where the student is representing CCU will result in discipline that may include mandatory evaluations, treatments, counseling, or dismissal. Students in need of assistance in avoiding the use of drugs, alcohol or tobacco products should contact the CCU Counseling Center or a Student Life Official. If a student is suspected of drug/alcohol use, he or she may be asked to submit to testing. Refusal of or attempts to evade testing will be interpreted as evidence of drug/alcohol use, and will result in disciplinary action. The student is responsible for payment of the drug/alcohol test for any positive testing in addition to student disciplinary action.

### CHANGE IN ADDRESS OR PHONE NUMBER

Any change in a student's residence or phone number should be reported to the CCU Registrar's office. This will enable personnel to communicate with the student. Name changes and permanent home address changes should also be reported to the Registrar's office.

### CHAPEL

Students are expected to attend Chapel each week and corporate worship on Sunday. Corporate worship, fellowship and instruction are essential for our community. Therefore, regular attendance is understood as a mature response to our community goals. In addition, students are encouraged to participate in other worship opportunities (*i.e. Family, weekly floor devotions, class devotions, personal devotions, etc.*). CCU affirms and promotes the role the local church plays in the lives of believers.

### CHILDREN ON CAMPUS

CCU students are not permitted to bring their children on campus to attend class with them or for other students to baby-sit the children while they are in class. This cannot be permitted due to insurance liability. Children may visit campus if they are under the direct supervision of their parent outside the classroom.

## **CREATING YOUR OWN "CCU" WEBSITE**

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

## **CRIMINAL ACTIVITY**

When a student is arrested for any criminal activity, the student should notify the Director of Student Life. The Director of Student Life will review the case and disciplinary action will be taken. The student's academic progress will be frozen until the criminal courts have reached a decision. Current classes may or may not be completed, but no new classes may be started. When the court's decision is final, the case will be reviewed by CCU again and appropriate action will be taken.

## **DATING AND SEXUAL ISSUES**

While dating is a natural part of college life, it should not distract students from preparation for leadership and service. Couples should avoid developing a relationship where they become preoccupied with each other and isolated from others. Where it becomes evident that a relationship is interfering with academic, social, or spiritual development, the couple will be appropriately advised.

## **DANCING**

Students may not attend dances held in places which serve alcoholic beverages or where the atmosphere promotes unchristian behavior. CCU administration and students will not sponsor or host dances on or off campus.

## **DISCRIMINATION**

Discrimination against others on the basis of race, national origin, gender, or disability is not acceptable. Because of our concern for the worth and dignity of all persons, students are expected to be sensitive to the needs of others in our society and on our campus.

## **DISHONESTY**

Dishonesty including but not limited to plagiarism, lying, and deceiving is not permitted.

## **DRESS CODE**

Out of consideration, respect, and propriety, and because of instruction, dress on campus is to be clean, neat, respectful, and modest. Activity leaders, professors, and others in authority have the right to decide additional acceptable dress requirements for their class or activity.

Clothing not permitted on campus includes tight, revealing clothing. Examples include, but are not limited to: miniskirts, tank tops, bare midriffs and exposed underwear. Shoes must be worn on campus at all times (with the exception of the dormitories). Students are expected to practice good hygiene. Soiled clothing or pajama clothing is not to be worn outside of the residence halls. CCU does not encourage students to get tattoos or body piercings. Faculty reserve the right to enforce specific dress codes within their classrooms. The Student Life Department reserves the right to determine acceptable vs. inappropriate attire.

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

## **ELECTRONICS COMMUNICATIONS**

Electronic communication is an official means for Cincinnati Christian University. Therefore, the organization has the right to send e-mail communication to the organization provided e-mail addresses of students, faculty and staff and expect that these communications are read and acted upon in a timely manner. Students, faculty and staff are responsible for the consequences of not reading email communications sent to their official CCU e-mail address. *See also Information Technology – Student Policy.*

## **ENTERTAINMENT**

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

- Media that is exceptionally violent, vulgar, or sexually explicit (Resident Directors and Resident Assistants have the authority to confiscate questionable material);
- Media that is rated "X," "NC-17", labeled "Unrated" and some "Mature";
- Visiting strip clubs or adult book stores.

## **FIREARMS/WEAPONS**

Except for law enforcement officers, it is not permissible to possess or carry a firearm of any kind on CCU's campus (including parking lots). Weapons of any kind are not permitted on-campus property (including, but not limited to, knives, fireworks/explosives, stun guns, air-soft/paintball guns, flammable liquids, etc.).

Possession of a gun or weapon should be reported immediately to the Student Life Office (513.244.8150) and the Safety & Security Office (513.244.8437).

## **HAZING**

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

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

## **INTERNET USE**

Internet activity is filtered by CCU requiring each student to login prior to using the Internet. Even though an Internet site may not be filtered, it does not necessarily mean it is acceptable. CCU reserves the right to monitor Internet activity on campus. Students are individually responsible for Internet use as tracked by their login.

## **INFORMATION TECHNOLOGY – STUDENT POLICY**

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

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

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

### ***Disclaimer:***

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

### ***Acceptable Use Policy:***

- Copying material bearing copyrights or patents without proper licensing or authority is prohibited.
- Accessing or using material, hardware, software, or data belonging to other CCU information systems users without proper authority is prohibited.
- Theft or abuse of school owned or personally owned hardware or software is prohibited and will be prosecuted.
- To copy or remove software from CCU PCs is prohibited.
- Installation of unapproved system hardware or software by unauthorized personnel is prohibited.
- Use of school information systems that is offensive or harassing is prohibited.
- Use of school information systems which violates ANY CCU policy is prohibited.
- Use of school owned systems or the school's network for web hosting or any other non school sponsored and supported technology is prohibited.
- The viewing or transmission of any material that violates any state, federal, or international law is prohibited.
- Use of the school's network for business connections, pay-to-surf programs, or money making programs is prohibited.
- Use of school's information systems to gain unauthorized access to any system or data is prohibited.
- No member of the community may, under any circumstances, use CCU computers or networks to libel, slander, harass, or to solicit or promote immoral material or behavior from any other person or institution. The following constitutes inappropriate use:
  - using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials, or threats of bodily harm to the recipient or the recipient's immediate family;
  - using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease;

- using the computer to contact another person repeatedly regarding a matter for which one does not have the legal right to communicate, once the recipient has provided reasonable notice that he or she desire such communication to cease;
- using the computer to disrupt or damage the academic research, administrative, or related pursuits of another; and using the computer to invade the privacy of another or threaten invasion of the privacy of another;
- using the computer to promote, facilitate, solicit, communicate with any person, or arrange meetings with any person for sexual purposes;
- using the computer to access, download, store, or transmit obscene materials through or on the school's computer network system.

**Network & Internet Use:** All systems connected to the school's network will be audited for all security and critical updates and an anti-virus software program installed. It is the responsibility of the owner of the system to have these installed properly. Without the installation of these the user's network resources will be restricted. If one does not have an anti-virus program installed to their system, they can purchase one from online or download a free version.

Internet activity is filtered by CCU requiring each student to login prior to using the Internet. Even though an Internet site may not be filtered, it does not necessarily mean it is acceptable. CCU reserves the right to monitor Internet activity on campus. Students are individually responsible for Internet use as tracked by their login.

**CCU Assigned Email Address:** Each student at CCU will be assigned an email address. This address is used by academic and administrative offices to send you messages. Students are required to check this email regularly for communication. Students may forward this email account to another personal account, but if this forwarding fails for whatever reason, you may miss important official communications sent to your email address and you are still responsible for those communications. CCU Information Technology cannot provide support for email services not provided by CCU.

**Electronic Communication Policy:**

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

**Policy on Wireless Access Points, Hubs, and Routers:** Students are permitted to install wireless devices such as access points and hubs in their dorm rooms. With this permission there are requirements and responsibilities for the student. These rules are necessary so that the student understands the risk of having a wireless device and knows that they must be certain they have protected themselves from dangers related to the responsibility.

Before any student attaches a wireless device to the network, it must be registered at the Helpdesk. The Helpdesk would need the student's contact information, ID Number, make and model of the device as well as the MAC address. Any unauthorized device found on the network could be considered contraband in which case fines would apply as well as disciplinary action.

The student must install the device themselves or pay for the IT department to set it up at the current rate for the IT department's hourly work. It is in the student's best interest that they know how to properly setup a wireless access point with security that will not allow any intruder to connect to it. The student is responsible for any negligence that occurs from any usage of the device and how it affects the network or other students systems on the entire network, not just the student local wireless network.

Note: CCU will not be responsible for any damages that occur do to a student's wireless device. Damages to the network and repair labor will be covered by the student registered with the device.

**PHOTOGRAPH RELEASE**

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

**PORNOGRAPHY**

Pornography is strictly forbidden. The viewing or possession of pornographic materials (including film/video, photos/magazines, erotic literature, or computer-accessed materials) is prohibited for all students. Pornography exploits people and the use of it is immoral and destructive to individuals; therefore, materials that are visually or textually vulgar, obscene or pornographic are not to be used, possessed or distributed on or off campus. In the event that such material comes through the CCU Mail Center, it will be withheld from the student's box.

## **PROFANITY**

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

## **PUBLIC CONDUCT**

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

## **RACISM POLICY**

Cincinnati Christian University will not tolerate behaviors associated with expressions of hatred intimidation, or racism. Scripture teaches that all people are created in the image of God and have been purchased by the sacrifice of His only Son, Jesus Christ. Attitudes and behaviors acting against these truths are unacceptable and will be subject to the full range of disciplinary action, including dismissal from the University.

## **RIGHTS AND PRIVACY ACT (FERPA)**

Cincinnati Christian University is in compliance with the Family Educational Rights and Privacy Act (FERPA). FERPA is designed to protect the privacy of educational records and to establish the right of a student to inspect and review information contained in education records; the right to challenge the contents of their education records; the right to a hearing if the outcome of the challenge is unsatisfactory; the right to submit an explanatory statement for inclusion in the education record if the outcome of the hearing is unsatisfactory; and the right to prevent disclosure with certain exceptions of personally identifiable information.

The Registrar's Office at Cincinnati Christian University has been designated by the institution to coordinate the inspection and review of procedures for student education records, which include admissions, personal, disciplinary and academic records. Students wishing to review their education records must give a written request to the Registrar listing the item or items of interest. Only records covered in the Act are made available within 45 days of the request. Education records do not include health records, employment records, alumni records or records of instructional, administrative and educational personnel that are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute.

While the Registrar's office is designated to coordinate the inspection of records, not all educational records are housed in the Registrar's office. The following is a list of officials at CCU responsible for the maintenance of records.

- Admissions – Director of Admissions
- Academic – Registrar
- Housing/Disciplinary – Director of Student Life
- Cost and Financial Aid – Student Financial Services Office
- Academic Integrity Issues - Academic Dean

Students may not inspect or review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution permits access only to that part of the record which pertains to the inquiring student.

As a rule CCU will not release a student's education records to a third party without written consent of the student. If a student wishes to allow parents/guardians or other specified individuals or organizations access to his/her records a FERPA waiver must be signed. These waivers are available in the Business Office. CCU may disclose education records or components thereof without written consent of the student to: personnel within the institution\* determined by the institution to have legitimate educational interest \*(School personnel would be considered persons employed by the college in administrative, supervisory, academic, research, or support staff positions; a person or company with whom the college has contracted - such as an attorney, auditor, or collection agent; a person serving on the Board of Trustees, or a student serving on an official committee, such as a disciplinary committee or assisting another school official in performing his or her tasks); officials of other institutions in which students seek to enroll; to persons or organizations providing students' financial aid; to organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction; to accrediting agencies carrying out their accreditation function; to persons in compliance with a judicial order; to persons in an emergency in order to protect the health and safety of students or other persons; to the proper authorities pertaining to the Patriot Act of 2001; and to parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1954, section 152. All these exceptions are permitted under the Act.

The Family Educational Rights and Privacy Act protects the privacy of educational records. However, the following information is considered public or directory information by CCU and may be released to anyone unless you inform the CCU Student Life Office that you do not wish this information released:

- Student's name, telephone number(s), campus and home addresses, email address, date and place of birth, participation in officially recognized activities and sports, dates of attendance, major field of studies, classification, degrees and awards received, church

affiliation, institutions previously attended, and for athletes, height and weight. The college also considers photographs to be directory information. As such, release of photographs also is permitted.

If you do not want directory information released and do not want your directory information to appear in any published or electronic Student Directory, you may restrict it by signing and dating a request annually in the CCU Student Life Office by the second Friday of each semester. Should you decide to inform CCU not to release any of this information, any requests for such information from CCU will be refused.

Questions regarding the application of this act should be directed to the CCU Student Life Department or the Registrar's Office. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CCU to comply with the requirements of FERPA are to be submitted to the Family Educational Rights and Privacy Act Office of the Department of Education.

(Adapted from: "A Guide to Post-secondary Institutions for Implementation of the Family Educational Rights and Privacy Act of 1974," American Association of Collegiate Registrars and Admissions Officers.)

### **SEXUAL ACTIVITY**

Students cannot participate in any sexual activity outside of monogamous, heterosexual marriage. Sexual immorality is prohibited by God's Word, and therefore by the University. This includes premarital sex, extramarital sex, homosexuality, and any other sexual activity outside the bounds of a Biblical marriage. Christians have been called by God to live holy and blameless lives. Therefore, discretion, self-restraint, dignity and proper courtesy must govern time spent with members of the opposite gender, both on and off campus. Students who are living off campus are not permitted to live with members of the opposite sex. Students are not permitted to spend the night at the residence of members of the opposite sex.

### **SEXUAL ASSAULT POLICY**

In the case of a sexual assault, the victim is advised to report the incident immediately to one of the following persons on campus: the Vice President for Leadership Development, Director of Safety & Security, Director of Student Life, Dean of Women, Director of the Counseling Center, or a Residence Hall Director. The assault should be reported by the victim to the Cincinnati Police Department for criminal investigation. The University will provide reasonable assistance to students who request such assistance in filing a report on or off campus. Medical treatment is advised at an area hospital in order to preserve evidence that may be needed in the investigation. Services may also be obtained through the Rape Crisis Center. When it is determined a sexual assault has occurred, the person or persons responsible will face campus disciplinary proceedings in accordance with the University Disciplinary Guidelines and appropriate sanctions will be imposed upon a finding of guilt. Possible sanctions include mandatory treatment and suspension or expulsion. The University will cooperate fully with law enforcement agencies in any investigation and prosecution of offenders who will be subject to all applicable legal sanctions under local, state, or federal laws. Counseling support services will be extended to the victim. Information relative to the outcome of the case will be provided to the accused and the accuser. The University will also offer assistance in making necessary changes in classes, housing, or such other arrangements as may be appropriate to enable the student to continue in school in cases of an alleged assault.

### **SEXUAL HARASSMENT POLICY**

Students have the right to be free from sexual harassment. Sexual harassment directed towards students can include physical conduct or verbal innuendo of a sexual nature, imposed on the basis of sex by an employee or agent of the College, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status in a course, program or activity; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual, including, but not limited to, grades or academic progress; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive environment.

Sexual harassment can also be imposed by a fellow student. Sexual harassment can include physical conduct or verbal innuendo of a sexual nature. Students are prohibited from engaging in sexually harassing conduct towards any other person. Any person who engages in sexual harassment will be subject to disciplinary action ranging from a warning to disciplinary probation or expulsion, if appropriate.

Those who have a complaint regarding sexual harassment should contact the Human Resources Office if the complaint involves an employee or the Director of Student Life if the complaint involves a student, who will conduct an investigation of the incident.

Persons who have been sexually harassed should immediately report the incident to the Director of Student Life, Dean of Men, Dean of Women or the Human Resources Office. The college encourages but does not require a person who has been sexually harassed to inform the harasser that his or her conduct is unwelcome and offensive immediately upon its occurrence.

Each instance of sexual harassment reported to the college will be investigated. Failing to report sexual harassment may only perpetuate unacceptable conduct.

### **SOLICITATION**

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

## SUNBATHING

Sunbathing in inappropriate attire (i.e. shirtless, halter-top, bathing suits, etc.) is not permitted on campus. *See Dress Code.*

## STUDENT GRIEVANCES POLICY

After all appropriate communication processes have been exhausted at the departmental level, students may submit formal complaints, in writing, as follows:

**Student Life Issues** (e.g. housing, food service, student activities, athletics, intramurals, spiritual life, parking): Complaints should be directed to the Vice President of Leadership Development.

**Academic Affairs Issues** (e.g., faculty, courses, schedules, transcripts, information technology, registration): Complaints should be directed to the Vice President for Academic Affairs.

**Business Affairs Issues** (e.g. Student Financial Services (financial aid and student accounts) Work-study, bookstore, physical facilities, housekeeping or landscaping/grounds): Complaints should be directed to the Vice President for Finance and Operations.

The Vice President will respond to complaints within a reasonable time. The Vice-President's decision serves as the final level of complaint for any student.

## SUICIDE THREATS/ATTEMPTS

In cases in which a student is a threat to self or others, to harm or kill self or others, the University will respond in a way which is significant and immediate, in a way designed to be quick and ensuring reduction of the risk to everyone involved and threatened. The University has limited resources to provide care to an individual displaying threatening behavior, so resources are obtained from other agencies and the threatening student is removed from the campus until an assessment of the severity of risk can be ascertained.

An attempt or threat to harm will result in action which includes emergency personnel from Emergency Medical Services and law enforcement being called to the campus to transport the student to an emergency room or to a psychiatric facility in which quick appropriate action might be provided. The student will be hospitalized to the extent which is considered necessary by medical personnel. This intervention might be inpatient medical/psychiatric care or outpatient therapy. The University will rely on the clinical staff to determine the extent and duration of treatment and the course of after-care following discharge. At the time of admission, the student will be required to provide to the college staff access to the medical team and the student's medical records to ensure that a full and smooth transition is made back to the academic and residential setting following hospitalization.

The University, through the Student Life team and others with a direct responsibility for/to the student, will determine the advisability of the student's return to the academic and residence hall setting. If the decision is that the student's enrollment should be terminated, an administrative withdrawal will be imposed and the student must leave the campus within 24 hours. Refunds of tuition, room and board costs and fees will be made in accordance with the institutional policy. If counseling is required as a part of the long-term adjustment, this service is to be obtained by the student and paid for by the student, the student's family or insurance carrier. The University assumes no financial obligation for any expenses for medical or continuing care related to these types of emergencies and care. To return to or continue in school after hospitalization for a suicide attempt or threat, a dependent child must have a written statement of parent/guardian acknowledging awareness of the incident and indicating a desire for the student to continue enrollment.

When evidence such as:

- a student's changed, unusual, uncharacteristic or inappropriate behavior,
- a student's subtle but damaging influences on others,
- other students being emotionally drained or overwhelmed by an individual,
- other students providing support or reinforcement for emotionally dependent, needy, attention-seeking, behavior, is observed or reported,

The University will act in a manner along a continuum which could include:

1. guidance or direction to community help providers,
2. disciplinary action,
1. termination of enrollment,
3. parental involvement, and/or
4. medical intervention.

## SURVEYS

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

## WEARING THE SCHOOL NAME

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

## RESIDENTIAL LIFE STAFF AND STUDENT LEADERSHIP

### DIRECTOR OF RESIDENTIAL LIFE (Dean of Women)

The Director of Residence Life (Dean of Women) oversees all aspects of the residence life program - including special programs, activities, student leadership development and other areas of service to students.

### RESIDENT DIRECTORS

The men and women on campus have a year-round employee serving as a Resident Director for Men and a Resident Director for Women (RD). The RDs have responsibility for the day-to-day oversight of the residence halls. RD's are members of the Student Life staff. Each RD is responsible for administering and operating a residence hall and supervising Resident Assistants to ensure the general welfare of residents. RDs and their staff are officials of the University. Each RD resides in their respective Residence Halls.

Residence Hall:	Resident Director:	Office #:	Apt. #:	Email Address:
Alumni Hall	Priscilla Peters	x8474	x8143	priscilla.peters@CCUniversity.edu
Rine Hall	Kacey Puricelli	x8633	x8633	kacey.puricelli@CCUniversity.edu
Restoration Hall	Dr. Rick Cherok	x8155	x8152	rick.cherok@CCUniversity.edu
Restoration Hall		x8155	x8418	@CCUniversity.edu

### RESIDENT ASSISTANTS

Each residence hall each floor is assigned a student to serve as a RA. The RA has responsibility in developing the community atmosphere on the floor, which will assist students in spiritual, academic, social, and personal growth. Moreover, RAs are students who assist the Resident Director in the supervision, counsel, and direction of life and activities in the residence hall. They are resource people, liaisons, and informal counselors. By close contact with their peers, RAs challenge students to make the most of their CCU experience.

### ASSISTANCE IN THE RESIDENCE HALLS

The name and contact number of the RA on duty is posted in the lobby of each Residence Hall. A male and female RA are on duty and available weekdays at 6PM throughout the evening and on weekends (with the exception of Institutional breaks). The RAs are equipped to unlock residential rooms, mediate conflict, offer peer counseling, provide activities, and demonstrate student leadership outside of normal business hours. Below are the assignments and phone number of each RA.

ALUMNI HALL:		
Floor:	RM#:	PH#:
1st	108	8386
2nd	209	8395
3rd	311	8411

RINE HALL:		
Floor:	RM#:	PH#:
1st	102	8338
2nd	208	8349
3rd	307	8368

RESTORATION HALL:		
Wing:	RM#:	PH#:
1st North	130	8254
1st South	117	8243
2nd North	224	8224
2nd South	207	8207
3rd North	338	8282
3rd South	322	8273
4th North	435	8320
4th South	424	8312

Emergency Numbers:	
Operations & Management	1.513.244.8136
CCU Safety & Security	1.513.244.8437
CCU Counseling Center	1.513.244.8193
Cincinnati Police Dept. District 3	1.513.352.3574 (emergency response: 911)
Poison Hotline	1.800.222.0222
National Suicide Hotline	1.800.(SUICIDE)784.2433
TTY Hearing Impaired Assistance	1.513.636.4900

# RESIDENCE HALL COMMUNITY GUIDELINES AND SAFETY POLICIES

## ALCOHOL/ILLEGAL DRUGS/TOBACCO PRODUCTS

Use/Possession of alcohol, tobacco products and illegal drugs and substances are prohibited for CCU students. (See entire Alcohol/Illegal Drugs/Tobacco Products policy in the *Community Life* section p.8).

## ALCOHOL ADVERTISEMENTS

Advertisements advocating the use of beer, liquor and wine as well as paraphernalia showing the trademarks or slogans of these beverages are not permitted on College property.

## BABYSITTING

Students may not baby-sit on campus due to insurance liability. This includes babysitting siblings and other relatives as well.

## BICYCLES/LARGE EQUIPMENT

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

## BUILDING AND ROOM CARE

Students are expected to take good care of school property and not cause undue wear or damage to school facilities. Missing articles or damage of school property is to be reported immediately to a Resident Assistant. Damage done by a student to school property will be assessed to the student. Repair and replacement of unreported damage by vandalism in the residence halls will be charged collectively to the group using the facility. When damage occurs in the dormitory and no individual admits responsibility, the residents of that wing, floor, or dormitory will be charged for the damage.

Doors are to be locked at all times. If a room key is lost during the semester, a replacement key can be obtained by contacting the appropriate Resident Director. The charge for replacement keys is \$50.00. Students are not permitted to have unauthorized copies of their keys made.

The school is not liable for personal belongings lost, stolen or broken.

## CANDLES, LANTERNS, POTPOURRI

Candles, Lanterns, Potpourri Candles, Simmering Potpourri, Plug-In Deodorizers, or other flammable items are strictly forbidden in the residence halls. Violation can result in fines and disciplinary sanctions.

## COMMON AREAS, PRAYER ROOMS, AND LOBBIES

The Residence Hall staff will discuss the management of areas shared by students in the hall. Common Areas are defined as those areas shared with other dorm residents outside their rooms. These areas must be clean and open. Although common areas are cleaned several times each week by the housekeeping staff, residents are expected to participate in keeping their residence hall a clean and livable environment. Community furnishings are not to be removed. For a group activity, residents may reserve their floor lounge or dorm lobby through their RA or RD.

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

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

## DAMAGES

Conduct within the residence halls that deprives the rights of others or damages University property is subject to disciplinary action.

## DISCIPLINARY GUIDELINES

If residents violate the Cincinnati Christian University code of conduct or college policies, they face the possibility of disciplinary action. Disciplinary action in the residence halls and at CCU is viewed as a means of guiding students toward developing Christian responsibility and maturity. See the College's full Disciplinary Guidelines in this Student Handbook.

## ENERGY CONSUMPTION

To help conserve energy, please turn off any items not in use. Also, please make sure to turn off all items, (computers, fans, lights, etc.) when leaving the room for long extended periods of time (weekends, holidays, etc.).

## FINES

All fines handed out are credited to the student's account within two weeks. A verification of the account posting is given to the student by the Director of Residential Life (via the CCU student email account). Disciplinary fines are separate from making restitution for direct damages (see below in Room/Hall Damage Charges). The Residential Disciplinary Fine Schedule is listed at the end of this section of the Student Handbook.

## FIRE SAFETY

Because many people live under one roof in residence halls, potential fires pose a large threat to community living.

The following policies have been established to protect each person:

**Candles & Incense:** All candles and incense are prohibited. This includes, but is not limited to, candles, gel candles, potpourri crocks, and incense.

**Ceiling Fans/Air Conditioners:** Students may not install ceiling fans or air conditioners for both safety reasons and the residence halls cannot take the energy drain from such appliances. Any personal maintenance, which involves tapping into preexisting electrical, water, or phone systems, is prohibited.

**Space Heaters:** Space heaters are not permitted in the residence halls due to the fire potential.

**Extension Cords/Multi-Plug Adapters:** For the protection of the residential community each resident is permitted to have one extension cord and power strip combination. Only UL approved three prong grounded extension cords that are 14 gauge are permitted. Cords cannot exceed 10 feet in length. Only UL approved multi-plugged power strips with circuit breakers are permitted. The combination of the extension cord and power strip may not exceed 14 feet due to fire code restrictions.

**Fire Alarms:** Arson or the setting of fire, tampering with fire safety equipment (including doors, smoke detectors, pull stations, fire extinguishers, etc.) falsely pulling fire alarms, stopping existing fire alarms, or failing to evacuate immediately during a fire alarm are violations of State Fire Code.

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

If you find or suspect a fire and don't hear an alarm, activate a fire alarm immediately.

If smoke is present in your room, keep close to the floor and move to the door. If the door is hot, do not open it. Seal the cracks with available cloth and call 9-9-1-1 and campus security (513-244-8437) to report your location. If the phone isn't working, open the window and hang a sheet or other material out of the window to attract attention.

In case of fire:

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

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

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

Do not tamper with smoke alarms. Any tampering with fire equipment is a \$100 fine by the University and may be prosecuted by the State Fire Marshal as a misdemeanor.

## FOOD STORAGE

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

## HALL MEETINGS

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

Floor Meeting/Devotions will be held each week on your floor (usually Tuesdays at 10:00PM). These offer time for worship, Bible study and prayer. RA's will also distribute information, ask for feedback, and communicate ideas and concerns for your living environment. If it is necessary for a resident to be absent from a meeting, it is the resident's responsibility to inquire about the information discussed.

## HALLWAYS

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

## LIGHTING

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

## MEDICATION

Any resident who is required to take special medication should make this known to the Resident Director and/or floor Resident Assistant.

## MUSIC

Students are encouraged to give careful consideration to the music selected for listening. Music containing indecent or immoral lyrics or ideology is not permitted. Volume should be controlled in consideration of other students.

For the comfort of all dormitory residents, musical instruments are not to be played in the dorms. Practice rooms are available in Presidents Hall for such purposes. Exceptions can be made for guitars used in leading dorm devotions.

## OBSCENE LANGUAGE/PICTURES

Obscene language, literature, or pictures are not tolerated in and around the residence hall. The University reserves the right to remove questionable posters or material. *See also Profanity in the Community Life section p. 12.*

## OPEN DORMS

A Residence Hall Open Dorm is held in each Residence Hall once each semester. During these times, students may visit in the rooms of the opposite gender. The door to the room must remain completely open with a light source on at all times visitors are present. The Student Life Department and Residence Directors will provide additional guidelines for Open House. This tradition provides excellent fellowship and encourages students to take greater pride in their living areas. Open Dorm hours are from 8:30-11:00pm.

## OVERNIGHT GUEST POLICY

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

## PRANKS AND OTHER INAPPROPRIATE ACTIVITIES IN RESIDENCE HALLS

Such activities are defined as any individual or group activity that results in the disturbance or distress of others, or that causes damage, destruction or defacement to property. All such activity is prohibited and subject to disciplinary action and any resulting damages are charged to the students involved, including an entire floor or hall.

Activities including, but is not limited to, soccer, basketball, roller-blading, wearing of cleats, wall climbing, Frisbees, paint guns, air-soft guns, water fights, water balloons, water guns, throwing items in the hallway, bouncing balls on the floor or in the hallways, fighting, wrestling, pranks, water battles, loud music, shaving cream fights, biking, roller-blading, skateboarding, etc. inside of the building or any other behavior which may cause physical injury or is potentially dangerous to the health & well being of residents.etc. are not permitted in the residence halls.

Threatening or abusive behavior will not be tolerated. This includes, but is not limited to: sexual or racial harassment, intimidation, prank or unwanted telephone calls, or invasion of privacy. Ultimately, behavior which is disruptive to orderly community living is prohibited.

**Hazing:** Hazing of students is an unacceptable activity and will result in strict disciplinary action. Hazing is defined as any action which causes or is likely to cause mental or physical danger or harm. Any activity which can be termed unsanitary, dangerous, or degrading, or potentially so is unacceptable.

**Harassing/Threatening Phone Calls:** Residents should notify their RA, RD or Director of Residential Life immediately in the case of harassing or obscene phone calls.

## **PETS**

Pets are strictly forbidden. Any animals or pets in the residence halls should be reported immediately to a RA or the RD. Violations are subject to disciplinary action.

## **PROHIBITED ITEMS/ACTIONS**

To maintain a safe environment in the residence halls, the following items are prohibited in the residence hall: weapons of any kind, candles, any open-coil cooking, heating appliances, fireworks, or flammable liquids may not be stored in resident rooms, living areas, or parking lots.

Theft of any kind or the possession of stolen property (i.e. street signs, safety cones, lobby furniture, and hazard barriers) is prohibited. Every theft or suspected theft must be reported immediately to the Resident Director and the campus Safety & Security Department.

Skateboarding, bicycle riding, and roller blading is prohibited on the sidewalks on campus. Tricks and stunts on steps, railings, etc. are prohibited for both the safety of those performing the stunts and pedestrians.

Use or possession of prohibited items on campus will result in a \$50 fine for a first offense and referral to the Director of Student Life for multiple offenses.

## **QUIET HOURS**

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

## **RESIDENCE HALL HOURS**

### ***Campus Curfew:***

Freshmen-Junior curfew is 12AM Monday through Thursday and 1AM Friday through Sunday.

Seniors (96 hours) are not subject to curfew regulations, but are encouraged to use their freedom with discretion and are required to adhere to campus hours.

The campus will be closed every weeknight (Monday-Thursday) at 12AM and every weekend (Friday-Sunday) at 1AM. At this time students and guests are required to vacate all common areas of the campus (gym, student center, student lounges, grounds, etc.) and either return to their residence hall or to an off-campus site residence. Campus reopens daily at 6AM.

CCU Safety & Security provide 24 hour campus coverage and can be reached at (513)244-8437. Upon campus closing, CCU Safety & Security personnel will patrol the campus and check identification cards of all students and guests entering or leaving the campus. CCU students must have their ID cards in their possession at all times. Students not in possession of their ID card when stopped by Safety & Security after 1AM will be fined \$50.

Students entering/exiting a Residence Hall after campus closure must enter/exit from the front door of the Residence Hall. Upon entry/exit, each student is required to sign the "Curfew Log" (except in emergency situations, i.e. fire). Making any false statements or failure to comply will not be tolerated. Underclassmen (Fr.-Jr.) who break curfew and upperclassmen (Sr.) that accompany or assist them will be subject to disciplinary action.

Each student will be allowed four curfew extensions per semester to attend off-campus events (i.e. concerts, movies, etc.). Curfew extensions are a privilege that may be denied or taken away for academic or disciplinary reasons. Students exiting after curfew must exit from the front door and sign the curfew log (except in emergency situations, i.e. fire). Making a false statement on the curfew log will carry penalties. In compliance with campus policy, any student entering campus after campus closure must contact the Safety & Security officer.

### ***Campus Entry after Curfew:***

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

- contact the on-duty Safety & Security officer (513)244-8437
- enter campus via the main entrance (from Glenway Ave.)
- enter through the front door of the Residence Hall

- sign-in on the "Late Night Log"

**Residence Hall Hours of Operation:**

Guests may be entertained in the lobby from 8:00 a.m. until closing time (1a.m. Friday, Saturday, and Sunday nights, 12a.m. all other nights.) Both men and women visiting other residence halls should always use the main entrance. Members of the opposite sex are not permitted beyond the main lobby except during specified Open Dorm Nights.

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

**ROOM KEYS**

Residents must promptly return the keys to the Residence Hall Staff at check-out (for both withdrawals from housing and room change during the year). Students changing rooms or withdrawing must return the key directly to the Residence Hall Staff. Room keys may not be duplicated or given to other students. Anyone who illegally possesses, uses or duplicates a University key will be subject to a fine and/or disciplinary action. A resident may not be let into someone else's room without that person's consent.

**Lost Keys:** Any resident who loses a key to his or her room will have 24 hours to notify the Residence Hall Staff that the key is lost. After this 24-hour period, the Residence Hall Staff will turn in a Maintenance Request Form to have the lock changed and the student will be billed for the cost of the lock change and labor.

**Lock Outs:** If a resident is locked out, he/she should find an RA. Appropriate college ID may be requested before entry to a residence hall room. The resident may be charged if he/she is frequently locked out.

**SEVERE WEATHER PROCEDURES (TORNADO, ETC.)**

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

**SHOES**

For their protection, students are required to wear shoes when outside of the residence halls.

**SMOKING/TOBACCO**

Attempting to maintain high standards of health, smoking or the use of tobacco in any form is not permitted for CCU students. (See entire Alcohol/Illegal Drugs/Tobacco Products policy in the *Community Life* section p.8).

**TRASH/ ROOM CLEANLINESS**

Each resident has a responsibility to keep his/her room neat and presentable. This includes, but is not limited to, the timely removal of all personal trash to the dumpster located outside the residence halls as well as keeping floors and windows clean. Residents may not deposit personal trash in lobby trash cans or place trash in the hallway. Room inspections are held monthly by the Residence Hall Staff to ensure proper health, cleanliness and safety standards are being maintained throughout the residence halls.

**VISITATION POLICY**

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

**WINDOWS, ROOF, STAIRWELLS, BALCONIES**

No objects or substances may be dropped, thrown or poured from a stairwell, out of a window, or off a balcony or roof. Climbing on the outside of any building is prohibited and no student shall be allowed on any roof or balcony at any time. Such acts are extremely dangerous and will be considered a discipline matter in addition to being subjected to a fine. Due to safety and insurance liability, anyone found climbing or repelling the buildings, the roofs of the buildings or in/out of windows may be fined (\$300.00), expelled, and/or arrested. Residents may not remove screens from windows.

<b>RESIDENTIAL DISCIPLINARY FINES SCHEDULE</b>	
<b>Trash in Hall</b>	\$10 - per person in room
<b>Inappropriate Items in Room (posters, candles, open coil heating elements, etc)</b>	\$20 - per item
<b>Quiet Hours Violation</b>	1st offense – Warning, 2nd - \$10, 3rd - \$15
<b>Failed Room Inspection</b>	\$20 per person
<b>Tampering with Fire Equipment</b>	\$100
<b>Cable TV Tampering, Network Tampering</b>	\$50
<b>Fireworks, explosives, weapons, firearms, knives, etc.</b>	\$50 & will be referred to the Director of Student Life
<b>Failure to Evacuate during Fire Drill</b>	\$100
<b>Failure to check-out of room, lost room key, changing rooms without permission</b>	\$50
<b>Inappropriate Behavior in Common Areas</b>	1st offense – Warning, 2nd - \$20 (all parties involved will be fined and removed)
<b>Refusal to Comply with Open Dorm Policy</b>	1st offense – Warning, 2nd - \$20 and referred to the Director of Residential Life, 3rd - referred to the Director of Student Life
<b>Tobacco use/possessions</b>	1st offense – Warning, 2nd - \$25, 3rd - Director of Student Life
<b>Alcohol/Drug Use/Possession</b>	See <i>Student Disciplinary Procedures</i> section of <i>Student Handbook</i> for discipline sanctions.
<b>Visitation Violation</b>	1st offense - \$50 and will be referred to the Director of Residential Life, 2nd - \$100 fine and will be referred to the Director of Student Life
<b>Lost Room Key</b>	\$50
<b>Missing Mandatory Meeting</b>	\$10

\* All disciplinary matters may be appealed to the Review and Appeals Committee (See also the *Student Disciplinary Procedures* section of *Student Handbook* for procedures p. 36).

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

## RESIDENCE HALL POLICIES & PROCEDURES

Cincinnati Christian University supports the concept of community living as an integral component of College life. Furthermore, communal living contributes in the holistic development of the student and complements the academic experience. Consequently, Residential Life is viewed by the College as an integral part of a student's complete educational experience, students are required to live on campus and participate in a meal plan.

### ***Undergraduate Housing Policy:***

All freshmen, sophomore, and junior full-time students under the age of 23, not living with a parent or a legal guardian, are required to live in University Housing and participate in a University Meal Plan. This policy is enforced Fall and Spring semester.

Seniors (96 hours), students 23 years of age or over, veterans, or married students are exempt from the University Housing Policy. These students are required to complete the Commuter Declaration form (available in Student Life Office).

Exceptions may be made for special ministry situations or a school sanctioned internship. Any students who feel they qualify for an exception should contact Student Life (513)244-8150.

Freshmen, sophomore, and junior students commuting from home are required to have a Parent/Guardian Declaration on file with Student Life. Please fill out the student section and have a Parent/Guardian complete the parent section. Return both sections of the form to Student Life prior to the first day of class.

Dormitory residents must comply with all rules and regulations in the Student Handbook and Housing Contract and be subject to all dormitory authorities (Resident Directors, Resident Assistants, CCU Security Officers, and Dorm Monitors). On-campus dormitory housing is available to single individuals only. Married students, students with families (spouse and/or children) and students over 25 are not allowed to live in the campus residence halls. Exceptions must be approved by the Director of Residential Life.

### **APPLIANCES AND ELECTRONICS**

The electrical service in the rooms will allow for small appliances, such as hairdryers, electric razors, computers, stereos, TVs and radios. Adding room air conditioners is not permitted. Residents are permitted to have a small dorm-size refrigerator (2 cu ft.), with a limit of one each per room. Such appliances must be connected to a power strip with a self-contained circuit breaker.

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

No open coil heating units, hot plates, indoor grills, toasters or ovens. Students are not permitted to affix antennas to the building or to attach leads to antennas or existing cables. There is a \$50 fine for attaching leads to the TV cables. Infractions will also be dealt with by the local cable company.

All computers should be turned off when leaving your room. This will prevent others from accessing information on your computer that may be questionable in nature. All information accessed through the network is traced to individuals name and password.

### **BED BUG REMEDIATION POLICY**

Following is the protocol if there is a case of suspected bed bugs in a residence hall.

1. Residents are required to report possible infestations to Residential Life Staff.
2. Inspection of the room by Residential Life staff and/or Maintenance staff to confirm bed bug activity.
3. Room inspected by exterminators to confirm infestation.
4. The discarding of any contaminated bedding and furniture (as deemed necessary by University Officials).
5. Residents are responsible for the room preparation prior and post treatment (as outlined by Scherzinger Pest Control). Residents are personally responsible for the costs associated with such preparations (i.e. laundry costs, removal of infested property, etc.). The University will cover the costs associated with the fumigation and follow-up treatment.
6. Infested room fumigated by exterminators. Every fumigated room is also given a follow-up treatment 30 days after the initial extermination.
7. Failure for Residents to abide by the policy may result in fines or dismissal from the dormitory.

To ensure the effectiveness of the treatment, residents are required to fully complete pre & post treatments as outlined below. Incurred costs associated with such preparations are sole responsibility of the resident. To prevent the spreading of bed bugs, residents of an infested room are not to move personal items to other rooms for storage. Residents that fail to properly prepare their room for treatment are subject to disciplinary action. Further, residents' whose room is habitually infested may be dismissed from the dormitory.

**NOTE: Evidence of an infestation must be found or no treatment will be performed.**

**Operations & Management:**

- O&M staff will bag the mattress for disposal in the dumpster. (All mattresses from the infested room.)
- If the bed or other furniture needs to be removed, Maintenance personnel will be responsible for disassembling any furniture and remove the furniture from the room.
- O&M will arrange the initial treatments and for all treated areas to be retreated in 30 days with a reputable vendor.

**Residential Life:**

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

**Vendor (Scherzinger Pest Control):**

- The vendor technician will treat the room and any furniture as needed.
- The vendor technician will also inspect the adjoining rooms.
- If an infestation is found, they will follow the protocol outlined above.
- If an infestation is not found, the room will be treated as a preventative measure, however, the mattress and furniture will not be removed.
- All rooms, hallways, common areas and stairways above, below or adjoining any infested area will be treated.

**Treatment Procedures (Instructions from Scherzinger Pest Control):**

Prior to Service:

1. Put all exposed food in the refrigerator
2. Clean and pick up all items on all floors
3. Remove all items from upholstered furniture and vacuum
4. Clean and empty all dresser drawers and night stands
5. Clean and empty all closets
6. Strip mattresses and box springs
7. Take mattress and box springs off of bed frame and lean against wall for treatment
8. Clean out from under all beds
9. Vacuum entire room and throw away the used bag in the dumpster.
10. Remove all pets
11. All items removed from rooms must be stored in sealed containers or wrapped in plastic
12. Launder all clothing and linens removed from infested rooms
13. Remove and launder fabric drapes from all infested areas.

After service is completed:

1. Ventilate treated areas for thirty (30) minutes before re-occupying.
2. Treat mattresses, box springs and upholstered furnishings with (Steri-Fab) left by the Service Technician.

**CARE OF PERSONAL PROPERTY**

Residents should lock the doors to their rooms at all times. Large amounts of money or valuable items should not be kept in residence hall rooms. Cincinnati Christian University is not legally liable for loss or damage to personal property. Any student may inquire about protection via "renters insurance" through a reliable insurance company or obtain a rider to his/her parents' homeowner policy. Residents should always carry their room key and lock their door.

**CHECK-OUT PROCEDURES**

***Fall Semester Check-Out (Returning Residents)***

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

1. Sign-Up for a designated check-out time with your RA.
2. Thoroughly clean your room and bathroom. Defrost your refrigerator and remove all perishables from the room. Unplug and turnoff all electrical items.
3. Do not leave trash in the hallway at any time. It must be taken to the outside location for collection.
4. With a Residence Hall staff member, review the condition of your room and confirm the room is ready for the Holiday Break.
5. Lock windows and door.
6. If you leave without following the above procedure, you accept full liability for damages as assessed by the residence hall staff. All residents must be completely moved out by 5:00 p.m. of the day following the last day of final exams. Students participating in graduation may remain until noon the following day. There is \$25 per day charge to any exception which must first be approved by the Residence Life and Housing Office.

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

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

1. Sign-Up for a check-out time as directed by Residential Life. Consult the instructions provided on how to check-out of your room.
2. Remove ALL personal items from room.
3. Thoroughly clean your room. If one person accepts a responsibility and leaves without completing it, the charge is assessed to all occupants equally. Sweep all the floors.
4. Do not leave trash in the hallway at any time. Trash must be taken to the outside location for collection.
5. With a Residential Life staff member, review the condition of your room using the Inventory Sheet which was filled out when you moved in this year. Sign the inventory sheet along with the Residential Life Staff member.
6. Return your room key to the Residential Life Staff member.

If you leave without following the above procedure, you accept full liability for damages as assessed by the Residential Life staff. All residents must be completely moved out by 5 p.m. of the day following the last day of final exams. Students participating in graduation may remain until noon the following day. Students that are moving into summer housing will inform their current RA of their summer room. Summer residents will move into the summer room the day after graduates are required to be out or as instructed by Residential Life Staff. There is \$25 per day charge to individuals staying late. Any exception must first be approved by the Director of Residential Life. Any damage or cleaning charges will be assessed to the student's account. Keys are to be returned to the Residential Life Staff at the end of each year.

### **INSPECTIONS (RIGHT OF ENTERING ROOMS)**

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

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

**Inspection** - The entry by college officials into an occupied room in order to ascertain the general welfare of students, to determine health and safety conditions in the room, to check the physical conditions of the room, to make repairs on facilities, or to perform cleaning and janitorial operations. Inspection is not necessarily conducted in the presence of the room occupant(s). This will include room checks by RAs and RDs or other school officials. If any object or material that violates a college regulation or standard of conduct is discovered during a room check, it will be removed by school personnel (including RAs). Residents in rooms which do not pass room checks will be given twenty-four hours to clean the room according to room inspection standards before a second inspection.

**Search** - The entry of college officials into an assigned room for the purposes of (1) investigating suspected violations of campus regulations and/or city, state or federal law and (2) investigating circumstances, which require immediate attention.

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

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

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

Regular room inspections are held monthly by Residential Life Staff to assure the health, cleanliness and safety conditions of student occupied rooms. Refusal to comply with requests to clean a room may result in a fine assessed, and required passing of room inspection within 24 hours of violation, or the fine doubles and is submitted to the Director of Residential Life.

## **ITEMS LEFT AFTER VACATING RESIDENCE HALLS**

Cincinnati Christian University is not responsible for any student's belongings left in the residence hall once the student vacates his/her room. Any item left in the dorm after checkout will be considered the property of CCU.

## **MOVE-IN DATES & TIMES**

Students enrolled in an Early Fall class may move into their dorm room the weekend immediately preceding the start of Early Fall classes:

- new students are required to move in on Saturday (10AM-12PM)
- returning students may move in on Sunday (after 2PM)

Students whose schedule does not include an Early Fall class may move into their dorm room the weekend immediately preceding the start of Fall Semester classes:

- new students are required to move in on Saturday (10AM-12PM)
- returning students may move in on Sunday (after 2PM)

Exceptions to the above stated move-in schedule may only be granted by a Resident Director for extenuating circumstances. A fee may be charged.

For Spring Semester, the residence halls open at 2PM the Sunday before the first day of Early Spring classes.

## **OFF-CAMPUS HOUSING REQUEST**

Students must meet the housing exemptions outlined under Housing Policies and Procedures and inform the Student Life Office if planning to live off campus. The Commuter Declaration form is available in the Student Life Office and should be completed before room sign-ups (a Parental Notification form is required for students commuting from their parent's home). Any student living off campus without the Student Life Office's prior knowledge and approval will be at risk of dismissal.

## **RESIDENCE HALL CLOSURES**

College residence halls will close for Christmas Break beginning Friday at 5PM, the week of Fall final exams and for the Summer Recess beginning at 5PM the Saturday of commencement. To accommodate those students who must remain in the Cincinnati area for class or work, limited housing is available.

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

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

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

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

## **ROOM ASSIGNMENTS**

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

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

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

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

## **ROOM CHANGES**

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

## **ROOM CHARGES**

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

## **ROOM CONSOLIDATION AND ROOMMATE PLACEMENTS**

Residents who do not have a roommate may be assigned one at any time during the semester given a 24-hour notice. Students who have a vacant space in their rooms when the residence halls close for break must prepare their room before they leave in the anticipation of a new roommate. If a student does not sign up with a roommate during spring room sign-ups, one will be assigned to them by the Residence Hall Staff by May 1 or sometime during the summer. This is for the purpose of consolidating for new student room assignments made in the summer. All single rooms will pay the single room rate regardless of circumstances. It is the resident's responsibility to notify the Residential Life Staff if they do not want a single.

## **ROOM (HOUSING) CONTRACT**

All students residing on campus are required to sign or update his/her housing contract. This is the equivalent of a lease and explains some of the residential rules and policies. Failure to follow the contract will result in disciplinary action. All housing forms are due to the floor RA by the second Friday of the semester. Failure to submit completed forms will result in a \$25 fine.

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

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

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

## **ROOM PERSONALIZATION & DECORATIONS GUIDELINES**

Room decorations are encouraged so long as they do not create health and/or fire hazards, cause damage to the room, or are deemed contrary to the mission of the University. Residence Hall rooms may not be painted. Painting in any rooms or any areas of any dorms is prohibited. If any area of a room is painted, the students in that room will be charged \$250 to have the room repainted.

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

Christmas decorations are not to include live trees (artificial trees are acceptable). Spray snow is not permitted in the Residence Halls.

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

## **ROOM SIGN-UPS**

In the spring, returning students may reserve their room for the upcoming academic year (Fall and Spring Semester). All returning students must sign up for a room at that time, indicate they are attending the lottery, or cancel their room. All residents are encouraged to sign-up with a roommate. Single rooms are not guaranteed at the time of room sign-ups (see "Single Rooms"). Room sign-ups are done through a lottery

process based on seniority. Students who reserve a room and then decide to cancel their reservation must notify the appropriate Resident Director as soon as possible. Students must remain in compliance with the Housing policy (refer to the Housing Policy and Procedures).

## **SINGLE ROOMS**

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

## **ROOM/HALL DAMAGE CHARGES**

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

### ***Doors***

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

### ***Walls***

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

### ***Room Cleaning Charge***

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

### ***Furniture***

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

## **UNIVERSITY FURNITURE**

University furniture, including lounge and study room furnishings, signs, and decor must not be taken to student rooms, shifted from one room to another, or taken from the buildings for any purpose. Furniture will remain in the student room in which it has been placed unless written permission has been given by the Director of Residential Life. Waterbeds are not allowed. Dismantling or reconstructing beds or other furniture provided in the room is prohibited unless authorized by the Director of Residential Life. This includes the unbolting of brackets, standing of beds on end, stacking of furniture, etc. Removing a bed will result in a \$100 fine and the bed will be placed back in the room. Lofting of beds or other school furniture is not permitted in any residence hall. Residents must furnish their own bed linens, blanket, pillow, washcloths, and towels. All rooms are furnished with a single bed, desk, mattress, and dresser for each student (except a select number of rooms in the men's dormitory where students provide their own furniture).

## RESIDENCE HALL SERVICES

### CAMPUS SECURITY

Residence Hall security is a shared responsibility of the college staff and students. All matters of safety and security concerning residence halls should be immediately reported to the Resident Director and/or the CCU Director of Safety & Security. Security is available on campus as outlined in this Student Handbook.

**Dorm Codes** – Each residence hall entrance is locked and secured requiring a code to gain entry. CCU residents are not give out the dorm code. Such an action compromises the security for all residents. Additionally, residents are not to prop open doors or tamper with the locking mechanisms in an attempt to gain entry to the residence hall. Dorms are locked and secured for the safety & security of the residents therein.

**Eluding Security** – Any student who intentionally flees or eludes campus security for the purposes of concealing ones identity, entering campus after curfew, or for any other purpose will receive disciplinary punishment. Such actions compromise the safety and security of all students not to mention added stress to the security officers. All students and campus guests must stopped when approached by campus security, answer questions, and provide identification. Otherwise, campus guests will be asked to leave campus and students will receive disciplinary actions.

**Parking** – Residents of Phyllis Rine Hall and Alumni Hall must park in Lot 2 (west of Presidents Hall) or in Lot 2b, the North lot by the soccer field. Residents of Restoration Hall must park in Lot 2c behind Restoration Hall; or in Lot 2b, the North lot by the soccer field. *See also Vehicle Operation Policy.*

**Thefts** – Any crimes and/or thefts should be reported immediately to Security and your RA or RD and a report will be taken. If desired, the student may notify the police department. The University makes a reasonable effort to protect the personal property of residents, however the University will not be liable for articles that are lost, stolen, or damaged by fire, water, heat, and/or natural disasters. Students are strongly encouraged to lock room doors and car doors. Students are also strongly encouraged to purchase insurance to cover loss or damage to personal property or extend parents' insurance for this purpose. Please follow the security guidelines as outlined in this handbook.

**Suspicious Persons/Activity** – Any suspicious persons/activity should be reported immediately to Security and the appropriate RA and/or RD. A report will be filed. The residence halls are private property and therefore are not open to businessmen, solicitors or other outside persons. Do not allow people you do not know into the residence halls.

### HEALTH SERVICES

The CCU Student Life Department maintains a list of area Urgent Care, Hospitals, Emergency Rooms and other appropriate health care providers. Additionally, students can receive referrals to local physicians through the Student Life Department.

Every case of illness, accident or other medical emergency should be reported to the RA or RD. If a medical emergency is imminent call 9-1-1 immediately. If ill the RA may bring you a meal from the Dining Hall. Residence Hall Staff cannot get you excused from any classes or academic requirements, but can relay your illness and resulting absence to your professors.

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

### LAUNDRY

Laundry Facilities are provided in the residence halls. Questions regarding use of laundry facilities should be directed to the appropriate Resident Director. Each student is responsible for the care of his/her clothing while in the laundry room. Clothing is not to be left in the laundry room. Clothing will be discarded after one week. Laundry supplies such as detergent or fabric softener are not to be left in the laundry room. If a machine malfunctions, put an out-of-order sign on it and notify the appropriate Resident Director of the machine location and nature of problem. Loss of money in laundry machines should be reported to the Student Financial Services Office. Laundry facilities are for current residents use only. All washers and dryers (\$1.00 each) use coins and a change machine is available.

### LOCKS

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

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

### **MAINTENANCE REQUESTS**

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

### **STORAGE**

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

### **TELEPHONE SERVICES**

Telephone services are not provided within the Residence Halls. Each Resident Hall lobby is equipped with a Telephone with basic service for the residents use. Residents may request basic telephone service as licenses allow (students must supply their own telephone) to the Residential Life Staff. Basic service includes intercampus calling, local calls to surrounding towns, voicemail and the ability to receive calls from off campus. Each dorm room will be provided with a virtual mailbox so that residential students can effectively communicate with staff or other students. Virtual mailboxes can be accessed from both on campus and off campus locations.

# SECURITY & VEHICLE OPERATION POLICY

In regard to campus security, each student has certain individual responsibilities which lend themselves to an orderly campus environment.

These responsibilities include the following:

1. Students are prohibited from entering rooms, buildings, and other restricted areas of the campus after their normal closing hours.
2. No student shall fail to comply with a reasonable and lawful request or direction by members of the faculty, administrative staff members, residence hall staff, or other College employees acting in the performance of their duties.
3. Students must be prepared to provide proper identification upon request of a University official.
4. No student shall intentionally provide false information to a College faculty member or staff member acting in the performance of his/her duties.
5. Students are prohibited from wearing masks on campus or otherwise concealing their identity. The only exception to this is when officially sanctioned University activities call for the participants to come in costume.
6. Guests are welcome on campus and are expected to abide by the University's security procedures. In case of severe disruptive or threatening behavior on campus or where the security of any campus personnel or the well being of University property is potentially in danger, the Vice President for Leadership Development (or an official representative acting for the administration) is authorized to immediately remove a student from the campus to provide necessary campus security. Obviously, the student in such a situation will be informed of the reason for his removal which is subject to review.

## ADDITIONAL SAFETY & SECURITY SERVICES

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

**Citations and Fines:** Safety & Security issues citations. Fines are \$35.00 each. All fines are to be paid in the Student Financial Services Office. Anyone receiving three parking tickets in one semester will lose his/her driving privileges on campus for the remainder of that semester. Any suspended vehicles found on campus will be towed at the owner's expense.

**Safety & Security Services:** If you need an escort across campus or from CCU operated housing, you may contact the Safety & Security office by calling 513.244.8437. If your vehicle battery needs a jump, Safety & Security will help you out, call 244.8437. If you accidentally lock your keys in your vehicle, contact Safety and Security at 244.8437.

**Towing a Vehicle:** It is possible for a vehicle to be towed at the owners' expense from the CCU campus and stored at the owners' expense at the towing company's lot. Once the tow company has been called to move the vehicle the owner will be charged, whether they hook up or not, if the following occurs:

- The vehicle has been stationary for an unreasonable amount of time.
- At the discretion of the Director of Safety & Security.
- Any suspended vehicles found on campus.
- Junked autos.
- Vehicles creating an obstruction.

## VEHICLE OPERATION POLICY

The purpose of the vehicle operation policy is to ensure a fair and safe environment for drivers as well as pedestrians and property on the campus. In order to accomplish this, it is important that everyone cooperates to benefit the campus as a whole. The operation and parking of any vehicle on campus should be considered a privilege that can be revoked if misused or abused. All drivers are expected to comply with all aspects of the policy without exception. In addition, all state and local vehicle laws and regulations will apply. Acceptance of a parking permit indicates the understanding of the vehicle operations policy. Any questions on the policy should be directed to the Campus Safety & Security office at 513.244.8437 or by email ([security@CCUniversity.edu](mailto:security@CCUniversity.edu)).

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

**Vehicle Registration Permit:** Questions regarding parking regulations and vehicle registration should be directed to the Safety & Security Department. Permits are issued annually. Each student who will be operating a motor vehicle on campus at any time must have and properly display a parking permit. Improperly displayed permits are invalid and will be charged a \$35.00 fine. All previous CCU permits must be removed from the vehicle. Vehicles must display a permit within the first two weeks of classes. Permit owners are responsible for all violations charged to their permit. Permits must be updated as student status changes (i.e. marriage, change in residence, change of license plate number, etc.)

**Permit Regulations:**

- All motor vehicles must display a valid CCU parking permit.
- The permit (Decal) must be visible. Decals must be attached with the entire adhesive proved in the lower corner (driver's side) of the rear window. In the case of a convertible or a car with louvers, the decal may be placed on the lower corner (driver's side) of the front windshield taking care not to obstruct the driver's vision.
- A new permit must be obtained every Fall Semester
- Each off-campus student (Commuter student) having more than one motor vehicle may obtain an additional permit at no extra charge.
- Lost permits may be replaced for a fee of \$15.00.
- Students who will be using a motor vehicle for a period of two weeks or less may obtain a temporary permit, free of charge, from Campus Security. It must be obtained the first day the student's car is on campus. It must be displayed at all times while on CCU property.
- Special temporary permits may be obtained for students who are injured or otherwise disabled, also free of charge, from Campus Security. This permit allows the disabled student to park in designated handicap spaces.

**Other Parking Regulations:**

- All vehicles must be insured for at least the minimum coverage required by the state of Ohio.
- Speed limits on campus are 15 MPH.
- Students should note other parking and traffic rules such as no parking, reserved parking, guest parking, parallel parking and one-way traffic signs.
- Motor vehicles are to be parked only in designated, unreserved parking areas. White painted lines on the paved parking lot surface designate these spaces. Vehicles parked in unauthorized areas are subject to citation and towing.
- Registration of a vehicle does not in any way guarantee the availability of a parking space.
- Reserved parking areas include but are not limited to the "faculty and staff" lots, loading zones, visitor spaces, handicapped spaces and other areas marked reserved for specific persons or functions. Areas so marked are reserved at all times.

**Parking Lot Restrictions:**

- Parking regulations are in effect 24 hours per day 7 days a week.
- There will be NO student parking in Lot 3, east of Presidents Hall.
- Residents of Phyllis Rine Residence Hall and Alumni Hall and commuting students (undergraduate and graduate) must park ONLY in Lot 2 (west of Presidents Hall) or in Lot 2b, the North lot by the soccer field.
- Residents of Restoration Hall must park ONLY in Lot 2c behind Restoration Hall; or in Lot 2b, the North lot by the soccer field.
- Parking in the fire lane or reserved spaces is prohibited.
- Temporary parking for loading and unloading purposes is permitted in front of residence halls. Motor vehicles must have their warning flashers on. The allowable time for loading or unloading is limited to the amount of time it actually takes to move the item(s) from the vehicle to the dorm lobby or vice versa and is not to exceed 5 minutes. An individual should be present who can move the vehicle in an emergency situation. Non-compliance with the above stated rule may result in a citation being issued and the vehicle being towed at the owner's expense.
- No students are allowed to park east of Presidents Hall, Monday - Friday 8:00AM - 5:00PM.
- No student is to be parked behind the Worship and Ministry Center, Monday - Friday. 8:00AM - 5:00PM

**Disclaimer:**

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

## THE CCU PHILOSOPHY OF LIFESTYLE & DISCIPLINE

Cincinnati Christian University is a community of Christians who are united in the pursuit of academic progress, personal development, and spiritual growth. Life in this community is based on a personal commitment to the Lordship of Jesus Christ. Together the campus family seeks to honor Him by integrating faith and learning while our hearts and lives reflect the process of maturing in Christ.

The standards and policies established by CCU for governing student life and conduct are rooted in Biblical principle and necessary for maintaining order within the campus community. Students are expected to accept these guidelines, while at the same time, personal liberty is granted in many areas to encourage students to cultivate responsible decision-making skills.

If students fail in the area of personal conduct, fellow students are expected to carry out the Biblical mandate of confronting them with their failure in the Spirit of Christ (Matthew 5:23-24; 18:15-17; James 5:19, 20).

When a problem cannot be resolved through personal peer confrontation, students must cooperate with those holding special responsibility. Students should seek out the appropriate members of the CCU Student Life staff for advice and assistance. While all Christians are responsible for maintaining healthy discipline within the body, certain groups (i.e. the CCU Student Life staff) within the CCU community have been given special disciplinary responsibilities. (Matt. 18:12-16)

In return for the cooperation of its students, CCU, through Student Life and all of its other student-related departments, will strive to maintain consistency, efficiency, and mercy in its administration of discipline. This means accurate examination of facts, timely handling of cases, balance between precedent and individual circumstances, certainty of consequences, and follow-up. Discipline will be as redemptive and restorative (ex. counseling) as possible, though at times it may also be punitive. In certain cases, when it is clear that the goals or actions of the individual and the mission and goals of CCU are no longer congruent, discipline may take the form of expulsion. (I Corinthians 5; Acts 13:13; and II Timothy 4:11)

### LIFESTYLE EXPECTATIONS (BIBLICAL MANDATES)

"Since we have these promises, dear friends, let us purify ourselves from everything that contaminates body and spirit, perfecting holiness out of reverence for God." (II Corinthians 7:1)

"Avoid every kind of evil." (I Thessalonians 5:22)

"Be careful, however, that the exercise of your freedom does not become a stumbling block to the weak." (I Corinthians 8:9)

"So whether you eat or drink or whatever you do, do it all for the glory of God." (I Corinthians 10:31)

### NON-DISCIPLINARY PROCESS

In keeping with the redemptive nature of CCU's disciplinary philosophy, students who come forward confessing an addictive lifestyle (including illegal drugs and controlled substances, steroids, alcohol, sexual misconduct, pornography, Internet abuse and eating disorders) may be afforded an opportunity to submit to a range of possibilities outside the disciplinary process, including counseling or medical treatment at the student's expense. The following conditions must be met in order for students to take advantage of this non-disciplinary policy:

1. The student must take the first step by discussing his or her situation with a Student Life Official in order to negotiate an appropriate response. Once a violation is identified or reported, the normal disciplinary process will ensue, and the student will no longer have the option of a non-disciplinary response.
2. The student must be willing to submit to any intervention deemed appropriate.
3. The student must understand that in cases where the behavior is repetitive, self-destructive or endangering to others or involves legal issues, the University has the responsibility to take appropriate action, including suspension or dismissal from the University.

# STUDENT DISCIPLINARY PROCEDURES

The purpose of discipline at Cincinnati Christian University is to assist individual and community growth, and to aid the college in maintaining an environment conducive to learning. Personal growth and maturity are encouraged most when each member of the college community uses self-discipline and shares the responsibility to confront others when appropriate.

If a student is having difficulty with an issue in his/her life, whether it be in violation of the Code of Conduct or the Philosophy of Lifestyle and Standards of Conduct or not, he/she is strongly encouraged to seek help from some member of the campus community. When students come forward seeking help, every effort will be made by the college to assist the student. Professors, counseling center staff, and members of the CCU Student Life Department are eager to listen and help students. *See also the Non-Disciplinary Process policy.*

Disciplinary regulations at CCU are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly, and are not designed to define misconduct in exhaustive terms. CCU reserves to itself the right to interpret conduct that is in violation of these regulations. The administration reserves the right to counsel students out of school due to misconduct or negative or disruptive behavior.

Each case is handled individually. Discipline is based on the severity of the offense and extenuating circumstances. Any compromise of integrity is a serious matter and will be taken into consideration and could lead to expulsion.

The Bible says, "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it" (Hebrews 12:11). The leaders of CCU desire to maintain a campus environment where every member of the college family can grow to full maturity in Christ. Our goal is to teach, guide, and encourage students to do what is right, not merely punish them for doing what is wrong.

In an effort to respond with maximum fairness and objectivity to student infractions, members of the Student Life department have established disciplinary responses that will guide them in dealing with specific areas of misconduct. However, this list is not exhaustive and may be amended at any time by the Director of Student Life.

The Director of Student Life, Dean of Men, Dean of Women, and/or Resident Directors will initiate disciplinary action when students violate school regulations or are involved in behavior or moral problems.

The Director of Student Life reserves the right to refer the incident to the Student Affairs Committee for advice, support, and counsel. The Student Affairs Committee will be assembled at the sole discretion of the Director of Student Life.

## DISCIPLINARY ACTIONS

Disciplinary actions at CCU have four goals: educating the students on what they have done wrong; changing that behavior; pointing the students toward Christ; and restoring them to the University community. The following options for action are part of the disciplinary procedures. Variations of disciplinary actions listed may be created when deemed appropriate.

**General:** The student may be compelled to either do or avoid doing action specified which shall be commensurate with the offense(s).

**Personal Confrontation:** Personal contact and discussion about inappropriate behavior or attitude.

**Community Service Hours:** The Community Service Hour System is used to apply sanctions for actions that are deemed unacceptable at CCU. To remove one community service hour, one hour of community or residence hall service must be worked. When notification is given of service hours, the student has three weeks to work off the assigned hours.

Resident Assistants or Resident Directors may assign hours to students who are consistently disruptive or disrespectful to the residence hall community. This system is used so those students who have taken away from the CCU community can give back to it and its members.

Community Service hours may be issued in all areas of campus life (residence life, office assistance, grounds crew work, dining hall, etc.).

Students who do not work off service hours before the end of the semester will not be permitted to register for the next semester's classes and will have their transcripts held until the service hours are complete.

**Campusing:** The student may be directed to stay within the confines of the student's dorm room from 7:00 p.m. to 7:00 a.m. for a period of time to be specified by the Discipline Committee or the Director of Student Life up to a maximum of three (3) weeks. The student is limited to class, study activities and meals in the Dining Hall on campus during the normal class day. When not scheduled to participate in classes and lab activities, eating in the Dining Hall during normal serving hours or studying in the library the student will be in their residence hall. From 7 PM to 7 AM, the student is confined to his or her room. This will be monitored by the residence hall staff, the RAs under the supervision of the RD.

**Referral for Counseling:** The student is referred to the CCU Counseling Center or outside agency for an evaluation, professional counseling, and/or assistance.

**Accountability Relationship:** The student is required to meet with an accountability partner, approved by the CCU Student Life Department, for a specific period of time.

**Restitution/Reconciliation:** The student is required to pay for money stolen or damage done or is required to ask forgiveness of those he/she has wronged.

**Monetary Fines:** Cash penalties may be assessed to students for any violations at the discretion of a Resident Assistant, Resident Director, Dean of Men, Dean of Women, Director of Student Life or any other school official.

**Options for Alcohol Infractions:** The student may choose which option he/she prefers for first offense. If a second offense occurs, the student will be automatically dismissed for the remainder of the semester and possibly the following semester.

OPTION ONE	OPTION TWO *Residential Students Only*	OPTION THREE *Commuter Students only*
\$100 fine	\$100 fine	\$100 fine
7 day suspension from campus	Campused for 14 days	Can only be on campus for class purposes for 14 days
7 day suspension from classes and no extracurricular activities	No extra-curricular activities for 14 days	No campus extra-curricular activities for 14 days
Complete 20 hours preapproved community service during 7 day suspension	Complete 40 hours preapproved community service during 14 day period	Complete 50 hours preapproved community service during 14 day period
Possible counseling if circumstances warrant	Possible counseling if circumstances warrant	Possible counseling if circumstances warrant

**Disciplinary Warning:** As an early step in preventing further misconduct, a letter documenting inappropriate behavior or action will be placed in the file of a student indicating that he/she was placed on disciplinary warning. The letter will be removed from the student's file at the end of a specified warning period.

**Disciplinary Contract:** This is a written agreement between the student and the school that spells out certain rules of conduct/behavior specific to the student. This is arranged when a student has been found guilty of violating one or more rules of student conduct. Elements of the contract are outlined in a written form that is signed by the student. This contract is placed in the student's file and is left in the file for the time specified in the contract.

**Disciplinary Probation:** This is a second level Disciplinary Contract that is placed in the student's file restricting certain privileges and governing student conduct. Elements of probation are outlined in a written form that is signed by the student. In order to remove the Disciplinary Contract he/she must file a petition with the Director of Student Life in the final semester of his/her senior year.

Disciplinary Probation restricts a student from participating in any activity in which he/she represents the school. The Director of Student Life will determine which activities fall within the category of "representing the school."

A student on Disciplinary Probation is required to file an application for readmission to the Director of Student Life for the next semester at least 30 days prior to the end of the current semester. A student may not graduate while on disciplinary probation.

**Disciplinary Suspension:** The Director of Student Life has the authority to suspend, for a specified period of time, those students from class and/or campus who do not respond to other forms of discipline. Class absences are unexcused and class work missed under suspension cannot be made up.

**College Requested Withdrawal:** A student is asked by the Director of Student Life or the Student Affairs Committee not to register for the following semester or is asked to withdraw immediately. Students who receive a College Requested Withdraw will receive a "W" for classes currently enrolled, are prohibited from CCU property and are eligible for refunds according to the institutional refund policy.

**Expulsion:** When a student's behavior and/or attitude seriously violate the standards of CCU, expulsion from the school may be the only option left. Student expulsions result in an immediate removal from the campus community, failing grades for current classes, and prohibited from CCU property, activities, and events.

*The following are some actions that may result in expulsion:*

- Sexual immorality
- Drunkenness
- Lying
- Substance abuse
- Assault and battery
- Vandalism
- Gross disrespect for a college or seminary staff member
- Major curfew violations
- Intentionally turning in a false police or fire alarm
- Sexual harassment (see Sexual Harassment Policy)
- Threatening or abusive behavior
- Any criminal offense

**\*Financial Obligation:** The student remains responsible for their financial obligation regardless of Disciplinary Actions. Therefore, the student is responsible for paying any expenses or fees that may be incurred in the collection of an unpaid balance on their student account. Any reduction in credit hours before the refund period has expired may affect Financial Aid. The student is responsible to refund any Federally (Title IV Funds Refund Policy) sponsored program thus affected. Any such refund will be charged against the student's account. If such an event occurs and there are not sufficient funds in my student account to cover the required Federal refund, the student will pay Cincinnati Christian University the difference.

## **DISCIPLINARY RE-ADMISSION**

This procedure is handled on an individual basis according to the standards established by the Director of Student Life and/or the Student Affairs Committee at the time of a student's expulsion. It is the responsibility of the student to apply for disciplinary readmission at least 30 days prior to the end of the current semester.

A student who has been requested to withdraw or has been expelled in some cases may apply for readmission after a period of time determined by his/her disciplinary action. When readmission is permitted the process requires a letter of recommendation from the student's home minister and three personal references. Additional information may be requested. A student applying for readmission will have 30 days from the time of application to submit all readmission material. If readmitted, the student will be on disciplinary probation for a period of not less than one semester. The condition, "one full semester," may be rescinded or renegotiated by the action of the Director of Student Life.

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

## **DUE PROCESS**

Due process provides a student who is the subject of a disciplinary action the following, and only the following, rights:

1. The right to personally attend the disciplinary hearing and to remain present during all portions of that proceeding except for the deliberation portion of the hearing.
2. The student may have a parent or legal guardian present during any portion of the discipline hearing process; however, this individual is only allowed as an observer and must not directly interfere with the procedure.
3. The right to personally be heard by the Student Life Official and/or the Student Affairs Committee by making a statement and answering questions.
4. The right to appeal disciplinary action as follows:

- Written appeal to and personal interview with the Review and Appeals Committee.
5. The right to personally be heard by the Review and Appeals Committee by making a statement and answering questions.

Where the case has been heard and acted upon by the Review and Appeals Committee, the Review and Appeals Committee decision is made in writing and serves as the final decision in the matter. In all cases, the decision of the may be reviewed by the President of the University, at the sole discretion of the President of the University.

### **THE STUDENT AFFAIRS COMMITTEE**

The Student Affairs Committee (residents) will consist of the Vice-President of Leadership Development, Director of Student Life, Dean of Women, the appropriate Resident Director, a member of the Student Body Leadership team, and one faculty member chosen by the Director of Student Life.

The Student Affairs Committee (commuters) will consist of the Vice-President of Leadership Development, Director of Student Life, Dean of Women, a member of the Student Body Leadership team, and two faculty members chosen by the Director of Student Life.

### **THE REVIEW AND APPEALS COMMITTEE**

In accordance with the University's Due Process Policy, a student has the right to appeal any decision of the Student Affairs Committee to the Review and Appeals Committee. A written request from the student is required within three full working days of the disciplinary action. This committee will function to see that all evidence in the case has been fairly and impartially weighed and to determine that the disciplinary action prescribed by the Student Affairs Committee is commensurate with the infraction. If the committee in any way alters the original disciplinary action prescribed by the Student Affairs Committee, it will then administer the alternate disciplinary action.

The Review and Appeals Committee will consist of three faculty members, one of which will be selected to chair, appointed by the Director of Student Life, and a member of the Student Body Leadership team.

Cincinnati Christian University reserves the right to change the composition of either the Student Affairs Committee or the Review and Appeals committee as necessary.

If a student has been notified in writing of either a Student Affairs Committee or a Review and Appeals Committee meeting and is not present at the stated starting time, the committee has the right to meet without the student present or to dismiss the appeal.

The Review and Appeals Committee serves as the final level of appeal for the student. *See also Due Process.*

# STUDENT FINANCIAL SERVICES

## STUDENT ACCOUNT POLICY

**Timing of Payment:** It is the responsibility of the student to comply with the policy and schedule for payment of his or her student account. All student charges are due and payable 10 days prior to the start of the semester. A \$100 late payment fee will be applied to all accounts that are not paid by the due date.

Detailed statements are mailed to students on a monthly basis. Unpaid student account balances will be assessed a finance charge of 1.25% per month (15% APR). Students with an unpaid student account balance are blocked from registering for future classes. In addition, they are unable to receive grade reports and transcripts until the balance is paid in full. Any unpaid account that is 90 days past due will be sent to collections.

Upon registering for classes, housing or meals at CCU, a student incurs a financial obligation for the cost of those services and all related charges. This financial obligation can only be adjusted if a student adds, drops or officially withdraws in accordance with established policies and regulations. Failure to attend classes is not sufficient notice to the University in order to qualify for a refund of charges.

**Payment Options:** CCU accepts payments by a variety of methods. A Payment Option Form will be mailed to students along with their Statement of Account for each semester. The Payment Option Form describes payment methods in detail. This form must be completed and returned to the Student Financial Services Office each semester. Students have the following payment options:

- Payment online at [WWW.afford.com/ccuniversity.edu](http://WWW.afford.com/ccuniversity.edu) - make a payment online using Mastercard, Discover, American Express, or an EFT payment from your checking or savings account. There is a convenience fee for online credit card payments. There is no convenience fee for EFT payments.
- Payment in person using cash, check, Visa, MasterCard or Discover.
- Extended payment through Tuition Management Systems – Available to all students, allowing monthly payments to be extended through the semester. There is an enrollment fee of \$70/year (or \$55 for a single semester). There are no finance charges as long as payments are made on time.
- Payment by means of financial aid. The financial aid arrangements must be completed with the Financial Aid Office by the tuition due date. Students who are late in securing financial aid will be charged a late payment fee.
- Third Party Payment – Students receiving a scholarship from a third party (such as a church or scholarship foundation) must provide official documentation from the third party verifying the amount of the scholarship/payment per semester and listing any restrictions or additional requirements. Documentation must be provided by the tuition due date.

Employer Reimbursement – Students who receive employer reimbursement for tuition expenses may postpone payment until 30 days after the end of the semester. There is a \$15 administrative fee assessed to students who wish to postpone payment. In addition, a 1.25% interest charge (15% APR) will be assessed monthly on the unpaid balance during the semester. Student must provide the name of the employer, information verifying eligibility to receive reimbursement, and requirements for reimbursement. Only tuition charges may be included in this option. Payment of fees, housing, meal plans and other charges is due 10 days before the start of the semester. Remember that the student is the only person responsible to CCU for payment of their account. Any issues between the student and their employer do not, in any way, alter this responsibility. It is important to remember that a hold will be placed on your student account until payment is complete. You will not be able to receive grades, transcripts or a diploma until payment is made in full.

**Bookstore Charging:** Students can pay for Bookstore purchases by cash, check, credit card, or with a Bookstore Debit Account. Students must set up a Bookstore Debit Account in Student Financial Services. Money can be applied directly to the account by cash, check, credit card or transfer of a credit balance from a student account. The Bookstore Debit Account is accessed with a valid Student ID card when making purchases in the Bookstore. Purchases are only restricted by the available balance in the account. Additional funds can be added to the account at any time. Any unused balance in the Bookstore Debit Account at the end of the Fall Semester will carry over for use in the Spring. At the end of the Spring Semester, remaining balances will be refunded directly to the Student Account.

**Student Insurance:** Cincinnati Christian University requires that all full-time CBC students carry health insurance coverage. The premium for CCU's Student Assist Accident and Health Plan is charged to all students (\$522/year for 2009-2010). Students who have health insurance coverage under a family policy or private carrier can receive a refund of this charge by completing an on-line waiver. To waive coverage go to <https://webwaiver.pomcogroup.com> between May 15, 2009 and September 4, 2009. No waivers will be accepted after September 4, 2009 and no premium refunds will be made after that date. Additional information regarding coverage is also available at [www.collegeinsurance.com](http://www.collegeinsurance.com). A voluntary health insurance plan is available to non-eligible students (including part-time and/or dependents). Brochures for the Sentry Student Security Plan are available from Student Financial Services.

**Student Account Refunds:** When a student has a credit balance on his or her student account as a result of excess financial aid funds, overpayment or dropping classes, the student may request a refund check. Credit balance refunds are not automatically issued by CCU. Student Account Refund Request forms are available in the Student Financial Services, and on the CCU Student Home Page under the Form Center. These forms must be completed and signed by the student. Checks are issued on Tuesday and Friday each week. Requests forms must be submitted to Student Financial Services before noon on Monday or Thursday in order to receive a refund check on Tuesday or Friday, respectively.

## FINANCIAL AID & SCHOLARSHIP INFORMATION

**The Financial Aid Process:** To begin the financial aid process, a student must submit a Free Application for Federal Student Aid (FAFSA) to the Federal Student Aid Processing Center. Once the FAFSA has been processed, CCU will receive an Institutional Student Information Record (ISIR). The ISIR enables the Financial Aid office to determine eligibility for Federal PELL Grant, Federal SEOG, and Federal Stafford Loan borrowing. Additionally, the ISIR enables the Ohio Board of Regents to determine Ohio Instructional Grant eligibility.

All paperwork for financial aid must be received at the Financial Aid office no later than July 15 for the fall semester and November 15 for the spring semester in order for the aid to be confirmed by registration. If the Financial Aid office receives an ISIR after July 15 (fall) or November 15 (spring), aid will still be processed, but there is no guarantee that it will be ready when the student arrives on campus. Therefore, each student is responsible for having his/her school bill paid in full before classes start. Students will be reimbursed with their financial aid once it arrives.

**Church Scholarships:** Students receiving scholarship aid from a local church must have a letter from the church stating the amount of aid for each semester. Church scholarships cannot be considered confirmed aid at registration without the church letter. The original letter should be turned into the Business Office and a copy of the letter given to the Financial Aid Office.

**Endowment Scholarships:** The school has a limited amount of funds available in the form of Endowment Scholarships, Alumni Scholarships, and gifts from churches wanting to assist needy students. Information concerning the unique specifications and specific guidelines of each scholarship will be published, as scholarships become available. For more information contact the Student Financial Services Office.

**Student Financial Aid:** Full-time or part-time undergraduate students taking a minimum of six hours per semester may be eligible for a Federal Pell Grant, Federal Academic Competitiveness Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study, Federal Stafford Loan (subsidized and/or unsubsidized), and/or a Federal PLUS Loan. State grant eligibility may include the Ohio Instructional Grant and Ohio Student Choice Grant.

**Refund Policies:** Students must complete the Change of Schedule Form in the Registrar's office when withdrawing from any of their classes. This form will initiate the refund calculation process in the Student Financial Services office.

The official withdrawal date will be the date the student returns the completed form to the Registrar's office or the student's last recorded date of attendance. This date will be used to determine the amount of the refund. Refunds for students who are asked to withdraw will be computed using the same refund formula as students who withdraw voluntarily.

For a student who unofficially withdraws from all classes, the refund calculation will be based on the college's determination of the student's last date of class attendance.

If a student is receiving financial aid and withdraws from all classes during the refund period, the refund will be returned to aid accounts in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Plus Loan
- Federal Pell Grant
- Federal Academic Competitiveness Grant
- Federal Supplement Educational Opportunity Grant
- Other Federal Aid
- State, Private, or Institutional Aid
- Student

## INSTITUTIONAL REFUND POLICIES

**Refund Policy A – Federal Refund Policy:** The Financial Aid Office recalculates the financial aid eligibility for students who withdraw, are dismissed, or drop out prior to completing 60% of the semester. A copy of the worksheet used for this calculation can be requested from the Cincinnati Christian University Financial Aid Office.

In cases where a student receives the credit balance existing on his student account to use for living expenses after all institutional charges have been paid and then withdraws from all classes, a repayment calculation will be performed. These living expenses are prorated based on the number of days the student completes during the semester. The student would have to repay the student aid programs for living expenses received for the weeks after his withdrawal date.

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

A student who remains on campus after his/her last date of attendance will be held liable for room and board charges beyond that date.

A letter detailing the student's refund will be sent to the student's home address following withdrawal. When aid is returned, a debit balance may be owed to Cincinnati Christian University. The student should contact the Student Financial Services Office to make arrangements to pay the balance.

**Refund Policy B – Institutional Refund Policy:** Students who withdraw from classes will have their tuition refunded according to the following schedule:

Fall or Spring Semester:

100% Refund	The student drops classes before or during the first week of classes.
75% Refund	The student drops classes during the second week of classes.
50% Refund	The student drops classes during the third week of classes.
No Refund	The student drops class during or after the fourth week of classes.

Early Fall, Winter Session, Spring Break, Summer Session:

100% Refund	The student drops on or before the first day of classes.
75% Refund	The student drops on the second day of classes.
50% Refund	The student drops on the third day of classes.
No Refund	The student drops after the third day of classes.

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

-Check with the Registrar's Office for specific dates of refund rates.

Institutional Room and Board Policy Refund:

Prior to first day of classes	Full Refund
During the first week of classes	90% Refund
During the second week of classes	75% Refund
During the third week of classes	50% Refund
During the fourth week of classes*	40% Refund
During the fifth week of classes*	20% Refund
After the fifth week of classes	No Refund

\*There is no refund of tuition and room rent after the third week of classes.

A student who remains on campus after their last date of attendance will be held liable for room and board charges beyond that date.

**Appeals Process:** Students who think that individual circumstances warrant exception from published policy may make written appeals to the Financial Aid Appeals Committee.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

CCU has established standards of satisfactory academic progress to encourage students to complete courses for which financial aid is received. Satisfactory academic progress is defined as the successful completion of 67% of the credit hours attempted during a semester. Successful completion means credits earned by receiving one of the following grades: A, B, C, D.

The following standards for measuring satisfactory academic progress are in effect for undergraduate students:

1. All undergraduate financial aid recipients must maintain satisfactory academic standing by achieving the following minimum grade-point average:
  - After one semester: 1.50
  - After two semesters: 1.75

- After three semesters: 2.00

2. A student whose cumulative grade point average fails to meet the minimum standards noted above will be placed on one semester of financial aid probation. Failure to bring the cumulative grade-point average up to the required minimum after the probationary semester will result in financial aid suspension. Students on financial aid suspension must bring their grade-point average up to the required minimum by taking or retaking classes. Students on financial aid suspension are required to pay for classes on their own until they regain eligibility for financial aid.
3. A student may repeat a course one time only and maintain financial aid eligibility for that course. This regulation pertains to withdrawn, failed, or passed courses.
4. Any student who feels he or she has circumstances which warrant an exemption to this policy, should submit a letter of appeal to the Financial Aid office. If the appeal is successful, financial aid will be reinstated. The Financial Aid Appeals Committee will decide all appeals for financial aid reinstatement. This committee consists of the Academic Dean of Cincinnati Bible College, the Academic Dean of Cincinnati Bible Seminary, the Dean of Men or Dean of Women, the Registrar, the Chief Financial Officer, and the Financial Aid Coordinator.

# STUDENT SERVICES

## ACADEMIC SUPPORT & DISABILITY SERVICES OFFICE

Director of Academic Support – Marie Reeves

Ph#: 513.244.8420

Email: marie.reeves@ccuniversity.edu

Office Hours: Monday – Friday during the day, other times are available by appointment. The Academic Support Office is located in the lower level of the Worship Building by the elevator.

The purpose of the Academic Support Office is to develop and implement programs and services at CCU that will enable students to succeed academically. Students may need help with one assignment, or they may run into an issue that is putting their semester in jeopardy. Any time a student is having a problem that affects their academics he or she should see the Academic Support Director. The Director will work with the student to individualize a plan of action to address the problem. Students who receive a Semester Warning due to low grades or who are on Academic Probation are expected to meet with the Director of Academic Support to develop a plan to get back on good Academic Standing. Students of any academic standing who want to improve skills and academic grades are welcome to come to Academic Support for assistance. All programs offered through this office are free to current students.

The following programs are available to meet the needs of students:

- **Individual Academic Accountability Appointments** – Students who are experiencing academic difficulties meet with the Academic Support Director on a weekly basis. At this meeting, the Director will meet with the student to identify problem areas, develop a plan of action, and improve skills.
- **Short and/or Long Term Individual Tutors** – Students needing tutorial services can receive assistance from the Academic Support Office. The Academic Support Office offers short-term or weekly individual tutoring sessions. These sessions are individualized to meet the needs of the student. The tutor may be the Director of Academic Support, a student worker or other knowledgeable person acquired by the Director (current student, professor or staff member).
- **Mentors** – The word mentor has come to mean a knowledgeable and dependable person who takes a direct and personal interest in helping another. Several members of the faculty/staff, and upperclassmen have volunteered to serve as mentors. Students interested in a mentoring relationship should contact the Academic Support Office.
- **Disabilities Services Information** – Students who have a diagnosed physical or learning disability that could require accommodations in the classroom (e.g. testing accommodations, note-takers, interpreters, etc.), must self-identify to the Academic Support Office and present documentation of the physical or learning disability. See the section on Disability Services for detailed information.

## DISABILITY SERVICES (Academic Support Office)

Students with disabilities who require assistance should contact the Director of Academic Support (513-244-8420).

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

1. Students entering CCU should submit a written request for disability services to the Director of Academic Support prior to matriculation at Cincinnati Christian University. A current student who discovers the need for accommodations may submit a request at any point during his or her academic career.
2. Along with the written request for services, the student must provide documentation of the disability. This documentation must be prepared by a medical doctor, psychologist, or other qualified diagnostician as appropriate.
3. Complete documentation should include a diagnosis of the current disability, the date of this diagnosis, how the diagnosis was reached, the credentials of the diagnosing professional, how this diagnosis affects a major life activity, and how the disability affects the student's academic performance.
4. If available, the student should submit other documentation such as an Individualized Educational Program (IEP) or a section 504 plan from high school. CCU prefers these plans to be dated within the past three years of submission.

### General Considerations:

1. Upon receipt of requests for assistance, the Academic Support Office may procure recommendations from a professional counselor or occupational therapist as appropriate.
2. In all cases, the age of the student, thoroughness of the documentation, and adjustments being requested will assist in determining whether the evidence submitted is sufficient for eligibility. If more documentation is required, the student will be informed.
3. Based on the documentation and evaluation, the Academic Support Office will notify faculty members each semester of specific auxiliary aids and/or academic adjustments that are to be granted.
4. When a student's documentation is lacking, insufficient or is considered outdated, it may be necessary to secure a new evaluation. The need for such an evaluation will be established by the college professional reviewing the request. In such cases, the student will be referred to a local physician or psychologist for evaluation. It shall be the student's responsibility to secure the needed evaluation.

by sufficiently trained physicians or psychologists in order to receive disability services. Without the completion of this step, the college will assume no responsibility for providing requested academic adjustments.

5. Students will be notified of their status (eligible, ineligible, deferred) after the college professionals have reviewed the documentation. If the student is ineligible or deferred, the notification letter will explain what is missing.
6. If a student is determined eligible, then it is the student's responsibility to make an appointment with the Director of Academic Support to discuss reasonable adjustments and accommodations. It is also the student's responsibility to keep the Director informed of accommodations needed throughout the semester (i.e. tests-taking accommodations, note takers, etc) so that arrangements can be made with the appropriate Professors in a timely fashion.

**Grievance Procedures:**

1. In cases where either faculty members or students believe that the recommended auxiliary aids have been established in error, or where extenuating circumstances are present that are not adequately addressed in the documentation, an appeal may be made in writing to the Student Affairs Committee and submitted to the Academic Support Office.
2. Students who have been granted adjustments and believe they are not receiving them should appeal in writing to the Student Affairs Committee and submit the letter to the Academic Support Office.
3. The Student Affairs Committee will convene within two weeks of receipt of the request, unless during a holiday recess, and will notify the student of its determination within two weeks after their initial meeting. If necessary, the Student Affairs Committee may ask for additional information from the student in order to make a well-informed decision.

**ANNOUNCEMENTS & INFORMATION**

Student Life Department  
Ph#: 513.244.8150  
Email: studentlife@ccuniversity.edu

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

Each time chapel meets limited PowerPoint™ & verbal announcements are made.

CCU reserves the right not to publish information for reasons including, but not limited to, lack of time, inappropriate content, or lack of available space.

**BOOKSTORE & MAIL CENTER**

Director of the Bookstore – Beth Rogers  
Ph#: 513.244.8134  
Email: bookstore@CCUniversity.edu

Hours of Operation:

Monday, Tuesday, Thursday--8:30-6:30  
Wednesday, Friday--8:30-5:00

\*Closed during Chapel on Tuesday & Thursday.

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

The Bookstore serves the CCU family, area churches, and the community. It provides all textbooks, supplementary materials, and other supplies needed for classes. In addition, the Bookstore stocks books, software, gifts, cards, and music – merchandise that equips and encourages the Christian in his or her personal ministry. CCU apparel and imprinted items are also available. Visa, MasterCard, Discover, cash and personal checks are accepted.

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

**ASSISTANCE WITH EMOTIONAL DIFFICULTIES**

Assessment and referral services for students who are having difficulties which are emotional in nature are available on campus. Students who are feeling overwhelmed by issues which prevent them from fully functioning in an academic or social way should seek direction from the CCU Counseling Center. Appointments with the CCU Counseling Center can be arranged (513-244-8193). The Counseling Center is able to assess, make recommendations, and provide short-term counseling for interpersonal and personal issues. Referral services for more serious issues are provided as well.

## **CAMPUS MINISTRY**

Campus Minister – Dr. Larry Travis  
Ph#: 513.244.8191  
Email: larry.travis@CCUniversity.edu

CCU Vice President of Leadership Development, also serves as a campus minister on staff to meet the pastoral care needs of the students, faculty, and staff. The campus ministry office is located on the lower level of the Worship & Ministry Center. Regular office hours are kept.

The campus ministry strives to create an atmosphere of worship throughout the campus and in the lives of the college family through a variety of programs.

Programs under the guidance of the Campus Minister include Chapel, D Groups and Family.

## **CAMPUS TECHNOLOGY**

Director of the IT Department – James McIntyre  
Ph#: 513.244.8647  
Email: helpdesk@CCUniversity.edu

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

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

## **CHRISTIAN SERVICE**

Director of Service Learning – Bill Baumgardner  
Ph#: 513.244.8107  
Email: bill.baumgardner@CCUniversity.edu

The Christian Service program is designed to give the student exposure to various ministry experiences and to assist in the development of a commitment to a lifetime of ministry regardless of vocational calling. This program provides an opportunity for the student to discover new ministry interests, as well as foster personal spiritual growth.

Each student enrolled in eight or more credit hours is automatically enrolled in PMN 010 – Christian Service Unit, for which the student receives the grade of either Credit or No Credit at the end of the term. To receive credit for the Christian Service Unit, the student must serve in an activity for at least fifteen total hours during the semester. The activity for one out of every four semesters must be a cross-cultural ministry experience (an activity in which the student interacts with people of cultural groups other than his or her own). Students must submit a report of each semester's activity at the end of the semester. Reports are submitted via Moodle.

Bachelor's degree students are required to complete eight semesters of Christian service credit to qualify for graduation. Associate degree students are required to complete four semesters of Christian service credit to qualify for graduation. Students transferring in need only to complete Christian service for the semesters enrolled at CCU to qualify for graduation.

Christian service encompasses a wide array of ministries. These can include local church ministries, para-church organizations, and community service agencies. The activity should be systematic (normally weekly), require preparation, be adequately supervised, benefit the recipient, and contribute to the student's development of ministry skills through direct contact with people. Christian service must be completed off campus.

Freshman students will be directed in opportunities during orientation week. To assist the student in selecting a suitable Christian service opportunity, a listing of Christian service opportunities is kept in the Director of Service Learning's office and on Moodle.

***In Plain English:*** Students are encouraged to submit Christian service in the following manner:

15 units of weekly one to two hours of service/ministry experiences  
Examples: tutoring, teaching Sunday school, mentoring, worship band, etc.  
or  
3 units of different events, which involved five hours or more  
Examples: community service day, weekend retreat, Believe, etc.  
Please note: The three units must be separate events. Not 15 hours of one event.  
or  
A combination of the above.  
Example: Believe (5 hours) and then 10 weeks of teaching Sunday school

or  
1 service/mission trip during fall/winter/spring break  
It must be:  
-pre-approved or school sponsored - email bill.baumgardner @ccuniversity.edu  
-working at least 3 five hour days; travel, sleeping, fun days do not count

A student needs eight (8) successful semesters of Christian service in order to graduate. Two of these need to be cross-cultural. Cross-cultural is working with a people group not your own.

Failure to report your Christian service will result in your account being blocked. You will not be able to view grades, receive a transcript, or register for the next semester. If you have not completed your Christian service you must still submit a report to that nature

All credits for Christian service completed before April 15 in order to walk for graduation.

### **COMMUTER STUDENT SERVICES**

Student Life Department  
Ph#: 513.244.8150  
Email: studentlife@CCUniversity.edu

Commuter students are encouraged to take advantage of the Student Center, located in the lower level of the Worship & Ministry Center. This area includes a Commuter Study Lounge dedicated solely for the use of commuters. A refrigerator is available in this location for commuter students. The Student Center also contains a coffeehouse, a game room, a big screen TV lounge, study rooms, and a patio overlooking the city.

Additionally, the CCU Student Life office can provide printed information (directions to local churches, locations of health care facilities, calendars, apartment and job information, etc.).

### **COUNSELING CENTER**

Ph#: 513.244.8193  
Email: counseling@CCUniversity.edu

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

### **DINING SERVICES**

Food Services Director – Brian Pleiman  
Ph#: 513.244.8135  
Email: dining@CCUniversity.edu

#### ***The Golden Eagle***

The Golden Eagle is an "All You Care to Eat" dining facility with Breakfast, Lunch, and Dinner served Monday through Friday as well as Brunch and Dinner served on Saturdays. The Golden Eagle provides an American Deli, International Exhibition Cooking with food prepared in front of the customer, and a delicious traditional buffet line. There is also a fully stocked salad bar, fresh soups made daily, and over 31 drink options including Pepsi products, 100% fruit juices, and hot drinks all included in the price of one meal. The Golden Eagle is located in the lower level of President's Hall overlooking the beautiful sights surrounding Lehman Avenue.

#### ***The Hill Top Coffee Shop***

The Hill Top Coffee Shop is a full capacity coffee house right on campus! Open early morning to late night Monday through Friday, and evening to late night on Sunday. Baristas are behind the counter ready to make any drink on the menu. The Hill Top Coffee Shop provides fresh soups, salads, and sandwiches. There is also a student lounge right outside with pool tables and ping pong tables. Ask a Barista about using these tables or borrowing any board games for free! The Hill Top Coffee Shops also offers free WI-FI and Internet on the computer bar.

#### ***Meal Plans***

CCU's Dining Service offers many types of meal plans which are redeemable at the Golden Eagle and Hill Top Coffee Shop. The University plans are weekly plans that use one meal per meal period with 17 meal periods available in a week. These plans also have Bonus dollars and guest passes that can be used in the Golden Eagle or Hill Top Coffee Shop. Every residential student is put on the 16 University plan if they do not sign up for a particular plan. The Freedom plans are semester plans with a specific number of meals one can use during that semester. These meals can be used in the Golden Eagle and Hill Top Coffee Shop, and also carry over from the Fall semester to the Spring semester

with a limit of 20. Commuters can sign up for the Declining meal plan. The Declining meal plan works like a debit card with a 15% bonus for every \$75 put on the card. Check out the website for a list and full description of each meal plan at [www.ccudiningservices.com](http://www.ccudiningservices.com). Every residential student is put on the 16 University plans as a default if they do not request another plan.

### **One Week Classes**

CCU Dining Services are open during all One Week Classes. Every Student that takes an undergraduate class of two or more credit hours will be part of a meal plan. This means all Residents, Commuters, Professors, CALL, and Seminary students that are taking an undergraduate class will be charged for a meal plan. The meal plans offered during these weeks are the 10 block and 6 block. There is a special 17 block plan for Freshmen and Transfer students taking a two or more credit hour class in August. They are plans where 10 or 6 meals are given and that only the student can use. Every Student is put on the 10 block plan with requests be granted for those wanting to be on the lesser 6 block plan. It takes each person to be on the plan in order for Cincinnati Christian University to open its doors for the food services during these weeks.

Dining Services are available online at [www.ccuuniversity.edu/Dining](http://www.ccuuniversity.edu/Dining).

### **HEALTH SERVICES**

Student Life Department

Ph#: 513.244.8150

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

The CCU Student Life Office maintains a list of area Urgent Care, Hospitals, Emergency Rooms and other appropriate health care providers. Additionally, students can receive referrals to local physicians through the Student Life Office.

Every case of illness, accident or other medical emergency should be reported to Safety & Security (513-244-8437). If a medical emergency is imminent call 9-1-1 immediately.

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

### **HUMAN RESOURCES**

Director of HR – Nancy Hartman

Ph#: 513.244.8457

Email: [nancy.hartman@CCUniversity.edu](mailto:nancy.hartman@CCUniversity.edu)

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

Employment – Off-campus positions (part-time and full-time) are posted on the CCU website. Additional career services resources are also available online or from the Student Life office. For on-campus positions, contact the Human Resources office at 513.244.8447 or [nancy.hartman@CCUniversity.edu](mailto:nancy.hartman@CCUniversity.edu).

Federal College Work Study – Students interested in working on campus in the federal college work-study financial aid program should contact the Human Resources Office at 513.244.8447 or [nancy.hartman@CCUniversity.edu](mailto:nancy.hartman@CCUniversity.edu) to complete the necessary forms. Once an award letter is received from the Financial Aid office, students may then seek interviews within the various campus departments with student job openings. Job openings are posted on the employee bulletin board located near the receptionist center on the upper level of Presidents Hall. For most on campus positions, the starting pay is the minimum wage per hour as established by the U.S. Department of Labor.

### **IDENTIFICATION CARDS**

Ph#: 513.244.8437

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

Each student's photo is included on his/her identification card, which remains effective as long as the student continues at CCU. The card, properly validated, is used for identification in the dining hall, library, at various school activities, and by security personnel. The card may also be used to borrow books from the participating libraries in the greater Cincinnati Library Consortium. Students who lose their student I.D. cards must obtain a replacement card from the Safety & Security Office at the cost of \$10.00. Hours are: M-F: 1:00PM–3:00PM. Forms are available from the Security Office or from Student Life if you need to request a time other than the stated hours.

### **INCLEMENT WEATHER INFORMATION**

When travel conditions are poor, a decision regarding the cancellation or delay of classes will be made by 6 a.m. or as soon as reasonably possible. This information will be announced on several television stations, including channels 5, 9, 12, 19 and 64, and radio stations including

WLW (700AM), WCKY (1530AM), WBDZ (1230AM), WKFS/FM, WOFX/FM, WMJO/FM, WAKW/FM, WVMX/FM, WNKR/FM, WGRR/FM, WYGY/FM, WEBN/FM, WIZF/FM, WKRQ/FM, WUBE/FM, WARM/FM AND WKID/FM.

In addition to the above public announcements, a voice mail message will be recorded on CCU Weather Line with the emergency plan for the day, an email will be sent to your CCUniversity email account and the information will be posted on the CCU HOME web page ([home.CCUniversity.edu](http://home.CCUniversity.edu)). To access the CCU Weather Line from off campus, dial 513.244.8446. Please also access your university email account and the CCU Home web site for current information.

Definitions of Closing Status:

- 1 hour delay: The school day will begin at 9 a.m. Report where you would normally be at 9 a.m. on that day. 8-8:50 a.m. classes are cancelled.
- 2 hour delay: The school day will begin at 10 a.m. Report to where you would normally be at 10 a.m. on that day. 8-8:50 a.m. and 9-9:50 a.m. classes are cancelled.
- Closed: No classes will be held and offices are closed.

Occasionally, there may be delay reports announcing that the university will open at a time other than the 1 or 2 hour delay. In such cases, simply report to where you would normally be at that time on that day. (Example: School opens at noon – report to wherever you would normally be at noon on that day.)

It may take time for the television and radio stations to update the information on school delays and closings. If in doubt, always follow the message on the weather line (513.244.8446) and the information posted on the CCU Home web page. Be aware that the closing status may change if the weather continues to decline.

When classes are not cancelled, if it is physically impossible to get to campus or if travel is life endangering and one must be absent, the student will be counted absent. When returning to campus, the student should explain the reason for the absence to the teacher(s) of the class(es) missed and make up the work missed.

### INTERCOLLEGIATE ATHLETICS

Cincinnati Christian University athletics have a winning tradition since 1924. EAGLE athletic teams have won 3 NCCAA National Championships, 15 NCCAA Mid-East Regional Championships, and have produced numerous NCCAA All-Americans.

Questions concerning the CCU Athletic program should be directed to the Athletic Director, Jason Gillespie, at [athletics@CCUniversity.edu](mailto:athletics@CCUniversity.edu) or 513.244.8442.

*Additional CCU Athletics information is available online at [www.goccueagles.com](http://www.goccueagles.com).*

### LIBRARY SERVICES

Ph#: 513.244.8680

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

Hours of Operation:

Monday & Tuesday	7:45AM - 11:00PM
Wednesday & Thursday	7:45AM - 10:00PM
Friday	7:45AM - 6:00PM
Saturday	11:00AM - 8:00PM
Sunday	Closed

\*Note: Closed on Tuesday and Thursday 10AM to 11AM during chapel. Hours vary in the summer and during school breaks.

The G. M. Elliott Library has a collection which contains about 110,000 volumes, over 300 periodical subscriptions, over 17,000 audiovisuals, almost 50,000 microforms, over 75,000 music scores, and many thousands of articles and books accessible by computer.

Located on the upper level of the Crouch Building, the library provides students with many traditional resources, including books, periodicals, microform and audio-visual materials. In addition to these items, the library also provides access to a variety of electronic resources, many of which are accessible from almost any computer with Internet access. (To access these resources from off-campus, students must first register with the library.) The library's catalog is also accessible through the Internet ([scrolls.ccuniversity.edu](http://scrolls.ccuniversity.edu)). More information about all library resources and services can be found at the library's web site, ([library.ccuniversity.edu](http://library.ccuniversity.edu)).

The library is a member of the Southwest Ohio and Neighboring Libraries (SWON), which allows students to use other area libraries, including the Public Library of Cincinnati and Hamilton County (<http://www.swon.org>). The library is also a member of OhioLINK ([www.ohiolink.edu](http://www.ohiolink.edu)), which allows students to access materials from over 70 academic libraries around the state of Ohio. Students can also submit interlibrary loan requests to the library for both books and periodical articles. Book requests are free, but photocopies of articles cost ten cents per page.

Students must present a valid student ID card to check out items from the library. Students are responsible for all materials checked out on their ID cards and are urged not to allow others to check out materials on their cards. Most books may be checked out for a period of 21 days and may be renewed once. A fine of twenty-five cents per day for each overdue book is charged to the student's patron record in the library. When a book becomes more than 30 days overdue, a replacement bill of at least \$75.00 will be placed on the student's patron record. This fee may be reduced if the book is returned in satisfactory condition.

Some items are placed on reserve each semester by professors. Professors assign a limited circulation time for each reserve item, ranging from two hours to seven days. Please notice the sleeve on the front of each reserve item; it will explain the type of reserve for the item and the fine levied if the item is returned late.

Reference books and periodicals must be used in the library unless a full-time library staff member grants permission for a special loan. Please do not remove any item from the library without having it properly checked out. Removing items from the library without permission is considered stealing. Also, please return library items in the same condition in which they were checked out; defacing library materials is considered vandalism. Stealing and vandalism are both subject to discipline. Please help the library staff to keep the collection intact and in good order so that everyone can benefit from the library.

## **LOST AND FOUND**

All lost items should be reported to the Safety & Security office located at 2820 Claypole St. (west side of parking lot #2). Any found items should be brought to the CCU Security office. Items may be claimed by the owner, providing proper identification. Items are disposed of after a period of one month.

## **REGISTRAR'S OFFICE**

Ph#: 513.244.8170

Email: registrar@CCUniversity.edu

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

**Registration Information:** Students in good academic standing are expected to register over the Internet using Campus Web. A link to Campus Web is found on CCU HOME ([home.CCUUniversity.edu](http://home.CCUUniversity.edu).)

Students must have their ID number and Campus Web PIN number to access the Campus Web site. PIN numbers are available in person at the Registrar's Office. PINs will be reissued only in person or via mail or to the student's CCU email address. PINs will not be released over the phone.

Freshman and students who are not in good academic standing must submit a registration form signed by their advisor. Freshman will receive a PIN from their advisor when scheduling for the following semester.

An advisor's signature is strongly recommended for all degree-seeking students. Students who register via Campus Web may have their advisor sign a copy of their registration form. Students should bring this signed copy to the Registrar's Office for placement in their file. This procedure will verify the advisor's approval.

Registration dates, times, and procedures are published on the web and with each semesters' schedule of classes. All information may also be accessed from the CCU Home page.

Changes in schedules may be made via the campus web before the semester begins. Once classes start, students may change their schedule over the phone or in person at the Registrar's Office. A \$5.00 fee is charged for all schedule changes once the semester begins.

**Grades:** Grades are available to students via Campus Web. Students without access to the Internet may request a hard copy of their grade card. Requests must be made in person or in writing. Requests must include a signature and current date. Grades and official transcripts will not be released to students who have an outstanding account balance. Campus Web accounts will also be blocked for students who owe money to the school.

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

## **SAFETY & SECURITY**

Ph#: 513.244.8437

Email: security@CCUniversity.edu

Campus security is everyone's responsibility, and it is necessary to maintain sound and sensible precautions. It is therefore important for members of the University community to report any and all questionable incidents. Crimes which occur on campus are to be reported immediately to the Director of Safety and Security (513-244-8437) whose office is located at 2820 Claypole St. (west side of parking lot #2). Persons who may assist in reporting criminal actions include members of Safety & Security Officers, Residential Life Staff, or the Student Life Office. Victims or witnesses of criminal activities are directed to complete an Incident Report which details the facts surrounding the crime. Report forms are available from the offices named above. In cases involving violation of local, state, or federal laws, the Cincinnati Police are notified for appropriate follow up. The University cooperates fully with any investigations conducted by proper authorities. In the event of a crime that poses a threat to the campus community, notice is made through the University's regular announcement sheet and bulletins placed in high traffic areas of the campus.

Between 6:00 a.m. and 2:00 p.m. weekdays, the Director of Safety & Security is on duty to assist with campus law enforcement. Between 2:00 p.m. and 6:00 a.m. daily, at least one security officer is on duty (513-244-8437). These individuals conduct inspections of campus buildings and patrol the campus throughout the night. Security personnel have authority to enforce campus traffic policies, to request identification of any person on campus and to escort unauthorized persons from campus if necessary, to detain persons in violation of the law, and to fulfill such other responsibilities as may be appropriate in the performance of their duties. Safety & Security Officers are equipped with cellular telephones to provide direct access by the community during the hours on duty. CCU is duly protected by the use of security cameras that monitor activity on campus, and by security personnel. A security officer will be on duty every night to help assure the safety of the CCU campus. These officers are trained in Safety Procedures as well as certification in; First Aid, CPR and Defibrillator, response. The campus of CCU is located in the heart of Cincinnati, OH. Campus crime and security issues are very minimal due to careful and thorough campus security measures. The campus is patrolled regularly by both campus security and Cincinnati Police officers. We have also taken careful measures to keep our dorms and buildings safe by installing security cameras and secured entrances.

During new student orientation, Crime prevention is addressed through educational training and a review of precautions necessary to provide for one's personal safety and well-being. Literature is distributed and posters displayed on campus which recommend ways to protect one's self and his or her belongings.

Residence hall programs also cover the topic of crime prevention as it relates to campus housing and safety procedures. The residence halls and other campus buildings have an announced closing hour during the year. Any exceptions to these times must be approved by either the Student Life Office or Academic Affairs Office in advance of a scheduled event. Students living on campus are given personal access code to the main door of their residence hall. They may also contact Campus Security to be admitted to the hall. Proper identification is required.

Call "911" in the event of a Campus Emergency.

## **SCHEDULING EVENTS AND ROOMS**

The Events Coordinator maintains the official calendar of school events. The official academic calendar is maintained in the office of the Vice-President for Academic Affairs. Nearly all requests can be handled immediately. Occasionally requests will need to be discussed with the Leadership Team, the faculty and/or college administrators.

In order to schedule a room for a meeting or gathering on campus, please make the request by phone (ext. 8183) or by email (shelley.weiss@CCUniversity.edu). This includes scheduling any classroom, chapel, the Multipurpose Center (gym), or Foster Hall. If you have any questions about reserving locations on campus, please contact the events office.

Student sponsored events require approval through the Student Life Office (ext. 8150 or studentlife@CCUniversity.edu).

## **STUDENT CENTER & LOBBIES**

The Student Center, located on the lower level of the Worship & Ministry Center, is a great place for students to socialize and relax. This area includes a coffeehouse, a game room, a large screen TV, a patio overlooking the city, study areas, conversation areas and a Commuter Study Lounge.

Because the Student Center serves the entire campus family, it cannot be reserved in its entirety for private gatherings. Those wishing to reserve a portion of it for special meetings may do so by contacting the Events Coordinator's office.

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

## **STUDENT FINANCIAL SERVICES OFFICE**

Ph#: 513.244.8130

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

Monday & Tuesday 8:30AM – 6:30PM

Wednesday, Thursday, & Friday 8:30AM – 4:30PM

Student Financial Services, located on the upper level of Presidents Hall, down the hallway from the receptionist center, provides a variety of services to students which include:

- Provide information about a student account balance, answer questions about charges and financial aid, and receive student account payments.
- Accept requests for refunds from student accounts.
- Cash checks (up to \$100).
- Make change for laundry or vending.
- Banking with US Bank. Students can send deposits with the University's daily bank run.
- Sale of commuter and block meal plans.
- Apply money to Bookstore Debit Account.

\*More information concerning student accounts can be found in the Student Financial Services section of the Student Handbook.

## **STUDENT MINISTRIES**

Information regarding weekend preaching, youth, music or Christian education ministries is available from the Student Life office.

## **WEIGHT & FITNESS ROOM**

Ph#: 513.244.8442

Located on the lower level of Presidents Hall, the weight & fitness room is available to all the campus population. Hours vary so check out the posted availability. Periodic fitness seminars and weight training opportunities are offered throughout the school year.

## **WORSHIP OPPORTUNITIES**

Chapel is held every Tuesday and Thursday at 10AM in the Worship & Ministry Center. Chapel is a time when all of CCU come together to worship, to participate in spiritual enrichment, and to build community. Students are expected to attend these services.

Family is held on Wednesday evening at 7PM. This is a relaxed, student led worship service bringing the CCU "family" together.

D-Groups, consisting of 5-7 students and a leader, meet together weekly. The primary goal is to develop spiritual accountability among group members and to foster relationships that will be sources of friendship and encouragement to each participant in the group. Other possibilities could and should include occasional group social events and ministry opportunities as a group. D-group sign up occurs each semester; look for the posted information around campus and in your mailbox. Faculty, staff, and some upperclassmen lead these groups. Discipleship groups are voluntary. Contact the campus minister, Larry Travis, for information on joining a group at ext. 8191, or [larry.travis@ccuniversity.edu](mailto:larry.travis@ccuniversity.edu).

Church Attendance - CCU affirms and promotes the role the local church plays in the lives of believers. CCU strongly encourages each student to find a local congregation in which they can become involved. A list of local churches is available from the CCU Student Life Office or the Campus Minister.

## STUDENT ORGANIZATIONS & LEADERSHIP POSITIONS

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

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

### MISSIONS AND OUTREACH

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

**Campus Ministry** offers students a wide range of opportunities for leadership. Students may assist in leading worship in Chapel or Family and lead Community D groups on campus. Other opportunities to minister to fellow students and those in the community also exist. Contact Larry Travis, the Campus Minister, at ext. 8191 or through email at [larry.travis@CCUniversity.edu](mailto:larry.travis@CCUniversity.edu) to receive more information and get involved in Campus Ministry at CCU.

**Center for Urban and Global Outreach (CUGO)** The Center for Urban and Global Outreach is located on the lower level of the Worship and Ministry Center, room 133. CUGO exists to inspire and equip CCU students for urban and cross-cultural ministry in the United States and around the world. CUGO helps organize campus events such as Global Outreach (GO) prayer meetings, Missions Emphasis, Urban Concern Chapels, as well as off-campus trips to the National Missionary Convention, the Freedom Center, visits to ethnic places of worship, and short-term mission trips. The office offers free magazines and newsletters from various missions' organizations, a resource room of books related to urban and ethnic ministries, and consulting services for students with questions about cross-cultural internships or careers. Students are encouraged to browse the missions displays in the hallway and stop by the office to learn more. Visit our website at [www.CUGO.org](http://www.CUGO.org) or contact Leigha Mackin at 513.244.8476 or [leigha.mackin@CCUniversity.edu](mailto:leigha.mackin@CCUniversity.edu).

**Global Outreach (GO)** is sponsored by the Center for Urban and Global Outreach (CUGO). This organization focuses on prayer and mobilization for missions and evangelism in the United States and around the world. The group offers multiple weekly prayer sessions to uplift those who are spreading the Gospel. Group members also participate in organizing missions awareness events on campus such as Missions Emphasis Chapels. Questions concerning this program should be directed to Leigha Mackin at 513.244.8476 or [leigha.mackin@CCUniversity.edu](mailto:leigha.mackin@CCUniversity.edu).

**Outreach Ministries** offers several ministry opportunities. Through the Outreach Ministry Training program, students are prepared for practical ministry in the areas of leadership, worship leading, teaching, preaching, missions, and servant evangelism while representing CCU at church camps throughout the mid-west. Teams of 4 travel during the summer, sharing Christ and developing practical ministry skills to further their development for ministry. Auditions for these teams take place during the fall semester. Upon completion of the Outreach Ministry training semester and the travel commitments, students will be eligible to receive Outreach Ministry compensation. Inquiries about this program should be directed to the Outreach/Admissions Department at [outreach@CCUniversity.edu](mailto:outreach@CCUniversity.edu).

**Intramurals** A campus athletic program for men and women offers students the opportunity to play a variety of sports. Intramural sports include flag football, co-ed volleyball, dodgeball, and soccer. All students are encouraged to participate to have fun, fellowship, and compete in the sports of their choice. This program is led by the Intramural Director and his staff. Please see the athletic bulletin board outside the Athletic Director's office or the CCU web site for more information and the details on this program.

**CCU CheerTeam** Students may try-out for the CCU CHEERTEAM, which is composed of women and men whose aim is to promote school spirit for sports competitions. Students may also try-out for the EAGLE MASCOT who promotes school spirit on and off the court. The PEP SQUAD is a walk-on program which exists to promote school spirit and to encourage CCU EAGLE athletes all season.

### DRAMA

The Cincinnati Bible Theater Organization uses the drama talent of the student body to provide entertainment for the CCU family and encourage development of drama within the church setting. This group performs two or three productions a year, including Christmas Dinner Theater, and works with all aspects of dramatic production. Inquiries about this organization should be made to Paul Friskney at ext. 8128 or [paul.friskney@CCUniversity.edu](mailto:paul.friskney@CCUniversity.edu).

### MUSIC & WORSHIP

Many opportunities for students to enhance their musical talents exist at Cincinnati Christian University. Questions about these opportunities and others at CCU should be made to the Music & Worship Office at ext. 8165 or [musicworship@CCUniversity.edu](mailto:musicworship@CCUniversity.edu).

To view the Music & Worship "SCORE", go to: <http://www.ccu.edu/mw/score06.pdf>

Celebration Singers – a mixed choral group of freshmen, sing at various school functions throughout the year, including Christmas Dinner Theater and Spring Tour.

Concert Choir – is a mixed choir for upperclassmen and graduate students. This group performs at a variety of school functions, including Christmas Dinner Theater and Spring Tour.

Winds of Praise and Jazz Band – are instrumental ensembles open to all students with previous band experience. Students are encouraged to bring their own instruments if possible. They perform at several school functions, including Christmas Dinner Theater and community band.

World Music Worship Ensemble – is a small group of instrumentalists and vocalists that meets in the spring semester. Open to upperclassmen by audition. They play mostly ethnic worship music and perform at chapel and at other school functions.

University Handbell Choir – The choir is open to all students on an audition basis and is a non-credit organization. Performances include chapel, school functions and area churches.

## STUDENT LEADERSHIP ON CAMPUS

Various opportunities exist in this area at Cincinnati Christian University. To inquire about Student Leadership positions, please contact the CCU Student Life Department at ext. 8150 or [studentlife@CCUniversity.edu](mailto:studentlife@CCUniversity.edu).

**The Student Body Leadership** (SBL) team, comprised of annually selected upperclassmen, seeks to serve the student body by providing the opportunities for growth and fellowship within the university community.

The Student Body Leadership team:

- serves as a primary resource for students to get involved on campus and develop leadership skills
- strives to develop servant leaders through opportunity, exposure, and experience.
- challenges students through a model of servant leadership, to improve the university experience for themselves and their peers.
- is one of the major programming organizations at CCU. SBL creates and coordinates several activities and events on-campus. By utilizing students' talents and energies, SBL strives to present a wide variety of programs that meet the needs and interests of the CCU community.
- exists to provide undergraduate students with representation as a student voice to university administration; representing the needs, interests, and concerns of all CCU students.

**Campus Advisory Board** (CAB) is an open organization whose core is composed of the SBL. This group of students meets regularly with the Student Life staff providing an open exchange between students and administration. If you would like to join the Campus Advisory Board, please contact the Student Life Department at ext. 8150 or [studentlife@CCUniversity.edu](mailto:studentlife@CCUniversity.edu). If you would like to share ideas or concerns with the college, seek out a SBL Team member or Student Life. Meetings are held monthly.

**Commuter Council** is a representation of commuter students who meet on a monthly basis to seek more effective ways to involve commuter students in campus activities. The council also conveys concerns of commuter students to the administration. If you are interested in serving on this council, please contact the CCU Student Life office at ext. 8150 or [studentlife@CCUniversity.edu](mailto:studentlife@CCUniversity.edu).

**Resident Assistant** Staff consists of 14 floor RAs (6 females and 8 males). There is one RA per floor in Alumni and Rine Halls, and one RA per wing of Restoration Hall. The RAs have responsibility for developing an atmosphere on the floor and in the dorm, which will assist students in spiritual, academic, and social growth. Resident Assistants are selected at the end of February for the following academic year. For more information about this leadership program, please contact the CCU Student Life Department at ext. 8150 or [studentlife@CCUniversity.edu](mailto:studentlife@CCUniversity.edu).

**Orientation Leaders** consists of 20 CCU upperclassmen whose primary responsibility is to assist new students (freshmen and transfer) in their assimilation into CCU life. Orientation Leaders are selected at the end of April for the following academic year. For more information about this leadership program, please contact the CCU Student Life Department at ext. 8150 or [studentlife@CCUniversity.edu](mailto:studentlife@CCUniversity.edu).

*Additional Leadership opportunities exist at CCU through various departments and student organizations.*

## ACADEMIC ORGANIZATIONS AND HONORS

Academic organizations and honors also exist on the campus of Cincinnati Christian University. Below are a list of some of those honors and societies.

Academic Honors are awarded to outstanding students in History, Missions, Christian Education, Professional Education, Biblical Language, Music and Worship, Homiletics, New Testament, Old Testament, Theological Studies, and Church Growth. The faculty selects recipients on the basis of scholarship and Christian character.

Delta Aleph Tau Society's membership includes graduates who have completed not less than 90 hours of study at CCU and, by merit of their scholarships, achieved a cumulative grade average of 3.67 or above.

Delta Epsilon Chi is an honor society which encourages and honors outstanding academic scholarship, approved Christian character, and Christian leadership ability among the accredited schools of the Association for Biblical Higher Education.

### **FORMING CAMPUS ORGANIZATIONS**

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

For the organization to be approved, the following criteria must be met and agreed upon: the application should clearly state the purpose of the organization; all activities organized by the group must be approved by the CCU Student Life Office; the organization must have an advisor who is a member of the college faculty/staff; and the organization may not plan programs which are a duplication or in competition with other campus organizations.

### **GUIDELINES FOR ALL CAMPUS ORGANIZATIONS**

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

The CCU Student Life Office must approve all fund raising activities of the organization. Every organization must complete a form that lists their members and advisor each year. Advisors, approved by the Student Life Department, are to be present at any college-approved event where students are present off campus. All activities for the year must be scheduled with the CCU Student Life Office. The college reserves the right to revoke the registration of any organization that does not abide by the guidelines for organizations.